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Challenge Shorthand
Manual



Pitman-Graphic



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Challenge Shorthand Manual



PITMAN-GRAPHIC



SECOND EDITION



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GENERAL INSTRUCTIONS.

1. Write on ruled paper with fine pointed pen, or with pencil kept well sharpened.

2. "If Phonographic strokes were inclined in a uniform direction, as in the common longhand, it would be better to hold the pen or pencil in the usual manner."
—*Manual of Phonography, Ben Pitman, 1871.*

Challenge Shorthand follows so nearly the movement of longhand that the student and writer will find the longhand movement much the best, and a student best trained in longhand will write the best and most rapid Challenge Shorthand. The movements of a rapid longhand writer are much more rapid than the movements of the best stenographer can possibly be.

3. Write always with care, endeavoring to write smooth, accurate notes. Writing too slowly, the hand will tremble; too rapidly, the lines will be imperfect in length, slant, shade and position. Find your best movement and accelerate it very gradually, but surely.

4. Pronounce each character-name, or word, as you write it in shorthand.

5. Never indulge in the slow process of copying shorthand characters or words one by one, or sentence after sentence, constantly interrupting your work to find the next character, word, or sentence; but—

6. Practice writing, repeatedly, as many characters or words as you can readily hold in mind.

7. Do not seek to hurry impatiently forward. Confine all hurry work to repeated and careful review.

MATTERS FOR FUTURE REFERENCE.

8. *Vowels.*—The familiar statement that "the vowels are *a, e, i, o, u*, and sometimes *w* and *y*," is not the statement of a phonetic writer, and has no application to phonetic shorthand. The word *vowel* is used in speaking of the vowel sound, and also of the sign for the sound.

9. *Vowel sounds are indicated* by dots and short dashes (called ticks), written near consonant strokes, and made heavy or light to indicate, respectively, long or short vowels. The ticks slant to the right and are written downward.

10. *Vowel Names*.—A vowel should have no other name than its true sound, without regard to the Roman letter or letters used to indicate it. A long pause between vowel and consonant, in pronouncing the following words, reveals the true sound-value of the vowel and of the consonant.

(a). *First Position Vowels*: It eats of all.

(b). *Second Position Vowels*: Ed, take up oats.

(c). *Third Position Vowels*: Ann Arp took food.

11. *Consonants*.—"Every mark stands for a word." Let the student forget this erroneous though widely accepted statement about shorthand. Each mark stands for a sound or sounds. A shorthand *b, d, f, v*, or *y*, has the same sound usually given to it in the Roman alphabet.

12. *Continuant Consonants*.—Of the consonants, *l, sh, zh* (the sound of *z* in *azure*), *f, v, th* (as in *thin*), *th* (as in *then*), *s, z*, are continuants; that is, their sounds may be continued indefinitely; and their signs are curved lines or strokes. *Ch* (*t* and *sh*), and *j* (*d* and *zh*), ending with continuant sounds, also have curved signs. *M, n, ng* (as in *ring*), and the combinations *mp* and *mb*, are nasal continuants (*mp-mb* being so in part), and their signs are horizontal curves.

13. *Exploident Consonants*.—The explodents (that may not be continued or dwelt upon in pronunciation) are *p, b, t, d, k, g* (as in *gay*)—and they are represented by straight lines or strokes.

14. *R, H, W, Y*.—*R* and *h* (represented by straight lines) and *w* and *y* (represented by curves) have no rule here but the rule of convenience and expediency.

15. *Consonant Pairs*.—Fourteen consonant sounds are in pairs, thus: *sh, zh; f, v; th* (as in *thin*); *th* (as in *then*); *s, z; p, b; t, d; k, g* (as in *gay*).

For brevity, and to aid memory, these may be called *light* and *heavy* sounds, in the order in which their letters

are paired above, and each pair is given a sign, common to both members of the pair, and made light or heavy, except as to *sh* and *zh*, to represent the light or heavy sound. *Sh-zh* do not need the distinction of light and heavy signs.

16. *Memory Helps*.—It is helpful to employ sentences, showing vowels consecutively, in the order in which they are presented in the lessons. At suitable times the attention of the student will be recalled to paragraphs 8, 9, 10, with reference to vowels; and reference to paragraphs 11-15 is here recommended, in connection with the presentation of the different classes of consonant signs. Careful attention to these paragraphs will greatly aid the memory of the student.

The old Pitmanic alphabet affords a further memory aid, in that the directions of strokes—left-slant, vertical, right-slant, and horizontal—respectively indicate sounds “modified by position, or obstructed in the region of the lips, teeth, gums, hard palate, soft palate.” Challenge Shorthand turns all left-slant strokes of Pitman to the right, and thereby secures much greater facility of movement, at the expense of a memory-aid useful only in the first days of study.

Hay (*h*) and Yay (*y*) are the only left-slant strokes of Challenge Shorthand, and brief signs for these are so used that hours, and sometimes days, of steady work may not require the use of the difficult, scrawl-producing left-slant strokes, while such strokes constitute much more than 25 per cent of the old Pitmanic notes.

CONSONANTS, VOWELS, AND DIPHTHONGS.

17. *Arrangement of Pages.*—A paragraph number, not immediately followed by a letter, indicates that no direct reference is required to shorthand illustrations in connection with such paragraph; and a lettered number refers the student to shorthand, indicated by the same lettered number.

18. *Second Position.*—All strokes, and small characters not written to strokes, rest on the ruled line; i. e., in the second position. This will be the sole rule until the other positions are hereinafter presented.

19. *Consonants* are represented by straight or curved lines, called strokes, made light or shaded.

20a. *Three consonant strokes*, written upward to the right and unshaded, represent *l*, *r*, *sh*, and are named respectively *El*, *Ar*, *Ish*. When standing alone (that is, not joined with other stroke or strokes) *r* is written at an angle of 30 degrees from the ruled line, and a straight line, connecting the points of *l* or *sh*, should have the same angle.

21a. *Second position vowels* are written opposite to and near the middle of strokes. Written to the left of an ascending or descending stroke, they are read before it; written to the right of such stroke, they are read after it. Review 8, 9, 10, with special attention to 10 (b).

21b. *El*, *El*, lay, low, Lowe, err, air, *Urr*, ore, oar, ray, Ray, row, Rowe, Shay, show, oro.

20a. Three Consonants, Upward to the Right.

l, r, sh: named El, Ar, Ish

21a. Second Position Vowels.

ē, light dot, as in ell, err.

ā, heavy dot, as in ale, ray, air, Shay.

ū, light dash, as in Urr.

ō, heavy dash, as in low, ore, show.

21b. 



22a. Wordsigns: Vowel-briefs and L, R, SH, Second Position.

a, an, and too, two, } who }	but	he, him, to	should
	will	are	shall

22 Key. 

22a. *Wordsigns*.—When standing alone, the vowel-signs are called *briefs*; and so, also, are the circles, half-circles, and loops, hereinafter presented.

A *wordsign* is (1) A stroke written out of true position; (2) A stroke, when less than the full consonant indication of a word or words; or (3) A brief—when such stroke or brief is used to indicate a word or words. The stroke may be with or without briefs or hooks attached.

Should, in the accompanying list of wordsigns, is to be written upward, and all the other ticks downward.

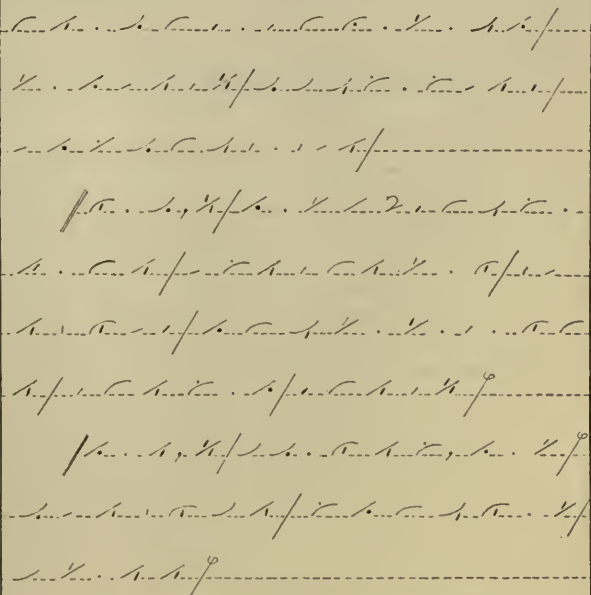
22 *Key*.—A paragraph number followed by the word *Key*, in the shorthand pages, marks a paragraph containing sentences. Typed matter, equivalent to the shorthand *Key* paragraphs, will be found in the *Challenge Shorthand Dictation Key*.

The student should read and copy the *Key* shorthand without the aid of the *Dictation Key*, and if difficulty in that respect is experienced, thorough review should be had before proceeding further.

23a. *Seven Consonant Strokes*, written downward and leaning to the right, represent *w*, *ch*, *j*, *p*, *b*, *f*, *v*, and are named respectively Way, Chay, Jay, Pee, Bee, Ef, Vee. When standing alone they should be written at an angle of 60 degrees from the ruled line. See paragraphs 11, 12, 13, 15.

24. *Shading*.—Make light strokes very light and shade the heavy strokes only enough to distinguish them from the light strokes.

Straight strokes are shaded uniformly throughout their length. *Shaded curves* are light at the



23a. Seven Consonants, Downward, Right-slant.

(ch, /p,) f: named (Chay, /Pee,) Ef.

(j, /b,) v: named (Jay, /Bee,) Vee.

(w: named (Way.

points and shaded gradually to the middle, except that in shading *j* the shading is continued full from the middle to the end.

24b. Way, woe, etch, edge, age, jay, Joe, up, ope, ape, pay, Poe, obey, oaf, fay, foe.

25a. *Wordsigns.*

26. *Light Strokes, Right Slant, Distinguished.*—The upward strokes, *l*, *r*, *sh*, are written at an angle of 30 degrees from the ruled line; and light downward strokes, *w*, *p*, *f*, at an angle of 60 degrees from the ruled line. This difference in slant will be made by the hand involuntarily, because the hand is accustomed to such variation in writing longhand; yet this rule should be borne in mind and carefully heeded in all practice work.

26b. *L*, *w*; *r*, *p*; *sh*, *f*; *f*, *sh*; *p*, *r*; *w*, *l*.

27. *Joining Consonant Strokes.*—The first stroke, written upward or downward, should rest on the ruled line; then, without lifting the pen or pencil from the paper, begin the second stroke where the first ends, the third being continued from the end of the second, and so on to the end of the outline. This is the rule of the second position.

Note.—Write all the strokes of an outline and then add the vowel or vowels. Also note the relative positions of long- and short-vowel signs to consonants, governed by Rule 28.

27b. Lore, lull, loaf, luff, love, ledge, Job, Jep, shoaler, lush.

28. *A Second Position Vowel Between Joined Strokes.*—A long vowel should be written after and near the first stroke, and a short vowel should be written before and near the second stroke. This is

for additional safety in reading long and short vowels in second position.

28b. Loaf, luff, Job, Jep, ledge, lope, lave, love, wave, wove.

29. *Joining Straight Strokes Without Angle.*—The line is simply continued to double length, for two straight strokes of the same direction. The shading is gradual between heavy and light lines so joined.

29b. Roar, Pope, Bobo, babe, Beppo.

30. *Positions of Strokes.*—The position of a word is first, second, or third, corresponding with the position of its vowel—or its accented vowel, where the word has more than one vowel—and the first rising or descending stroke takes that position.

All the vowels heretofore used have been second place vowels, and the words have been in the second position; that is, resting on the ruled line.

31a. *First Position Vowels.*—These are written opposite and near the beginning of a stroke, whether the stroke be written upward or downward; and, beyond this difference between first and second position vowels, all that is said of vowels in paragraphs 8, 9, 10, 21a, applies here. Especially note 10 (a).

32. *First Position Strokes.*—The lower end of an ascending or descending stroke—or the first ascending or descending stroke, if two or more strokes are joined—must rest half the length of a stroke above the ruled line.

32b. Eel, lee, Lee, ear, raw, pshaw, she, each, jaw, paw, off, eve, loll, jeer, ball, pill, peal, follow, folly, volley, veal, veer.

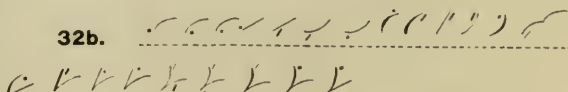
31a. First Position Vowels.

ī, light dot, as in *ill*, *rich*, *if*, *wish*.

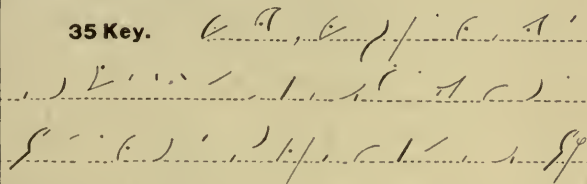
ē, heavy dot, as in *eel*, *Lee*, *each*, *fee*.

o, light dash, as in *lop*, *fop*, *job*, *shop*.

aw, heavy dash, as in *raw*, *law*, *shawl*.

32b.**34a. Wordsigns: Vowel-briefs and Right-slant Strokes, First Position.**

the	or	of	on
already	awe, aught, ought	all	hear, her, here
why	ever		

35 Key.

33. *A First Position Vowel, between joined strokes*, is written after the first stroke, as in 32b.

34a. *Wordsigns*.—*On* is written upward; all the other first position ticks downward.

35. *First Position Brief Wordsigns* are written the length of a stroke above the ruled line. See *Wordsigns*, 34a.

Circles and Loops.

36. Strokes for *s* and *z* will be presented later. Brief devices, indicating the sounds of *s*, *z*, *s-s*, *s-z*, *st*, *str*, may be used.

The introduction of the circles and loops at this stage very greatly enlarges the list of words that may be used for dictation work.

The student is here warned to go no farther, in word formation, than the words presented. Otherwise, wrong outlines will have to be unlearned.

37. *A Small Circle, denoting the sound of s or z, and named Iss, is joined to a straight line* by a motion contrary to that of the hands of a clock; and this side of the straight line is called *the circle side*. By context, distinction is readily made between words sounding *s* or *z*.

37b. Sore, rose, sear, race, rays, soars, source, sorrows, series, sips, seeps, pause, bees, ebbs, sobs, suppose.

38. *The Small Circle Iss is joined to a curve* by following the direction of the curve.

38b. Sells, less, seals, sways, ways, sway, sage, sages, ages, face, safe, safes, saves, sever, severe.

39. *The Small Circle Iss, between strokes*, is turned in the most convenient manner.

39b. Lesser, razor, racer, wrestle, chaser, Joseph, chisel, jostle.

37b.

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

6. 7. 8. 9.

38b.

f f f f f f f f f f

39b.

Handwritten practice strokes for the letter 'e' on a four-line staff. The strokes show the letter written in various positions (first, second, third, and fourth lines) and with different slants and curves, demonstrating the flexibility of the letter's form.

41 Key.

92.5/1.00

P. A. C. A. P. A.

21 - 11 - 51 / 61 - 5

2. 6 / 1. 1. 19 /

|| $\Sigma: A + C / E$ ||

1917, 1918

0.1. 1. 0. 1. 8. 9.

2/1/1917

...の ... / ...

21, 10. 6. 1912, 0.

6 . *c* / *b* , *d* . *e* - *a* /

40. *Reading Circles and Loops*.—A circle or loop at the beginning of a stroke is read before the stroke and any vowel placed beside it; and a circle or loop at the end of a stroke is read after the stroke or any vowel placed beside it. This rule is exemplified in the *Iss* shorthand just presented, as it will be in the circle and loop studies hereafter.

41. *Unaccented Vowels*.—In each of the words used in 39b, the vowel of the last syllable is indistinct, and is omitted. As a general rule, unaccented vowels, unless initial or final, need no indication.

42. *A Large Circle*.—The small circle may be enlarged to add another *s* or *z* when two sibilants (*s* or *z*) occur with a vowel between them. The large circle is called *Ses*. A vowel-sign may be written within this circle, when necessary.

42b. Lace, laces; loss, losses; chase, chases; pace, paces; piece, pieces; base, bases; pose, poses; possess, possessive, possessor, possessory; Cicero, pesos.

43. *A Small Loop*, named *Steh*, written in the circle place, indicates the sound of *st* with no intervening vowel.

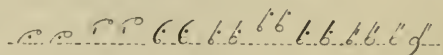
43b. Stall, lost, raced, rest, roast, waste, west, stitch, stage, chased, stop, step, post, boast, story, faced, vest.

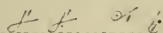
44. *Loops between Strokes* are seldom used (and their use will be presented hereafter), but *Iss* is used instead of *Steh* in some instances, ignoring the sound of *t*.

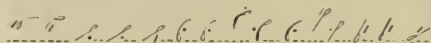
44b. Listless, restless, beastly, justly.

Note.—Joined between strokes, the *Iss* or *Ses* circle must sometimes take the form of a loop, but a loop is never used in such manner.

45. *A Large Loop*, named *Star*, written in the

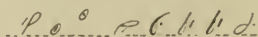
42b. 

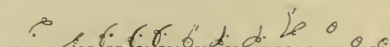


43b. 

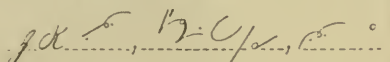
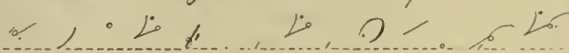


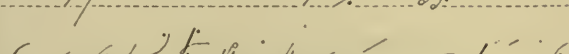
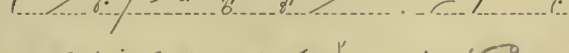
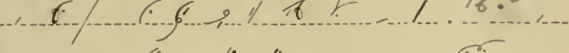
44b. 

45b. 

46b. 

46 Key.



circle place, denotes *str*. When this loop is initial it is used to denote *st-r* with a vowel between *st* and *r*. Its vowel may be indicated by writing the sign within the loop and placing the outline in true position, as in 45b shorthand; or the vowel sign may be omitted, the position and context affording sufficient identification of the word.

45b. Stirrup, store, steer; luster, jester, poster, boaster, fester.

46. *Iss* may be added to *Ses*, *Steh*, *Star*, on the end of a stroke, by writing a small circle on the opposite side of the stroke; and to the *Star*-loop standing alone, by writing a small circle within the loop.

46b. Lists, rests, wastes, jests, jesters, possesses, vests, festers, foresters; steers, stores, stirs.

47a. *Six Vertical Strokes* represent *th* (as in *thin*, *thick*, etc.), *th* (as in *the*, *then*, etc.), *t*, *d*, *s*, *z*, and are named respectively *Ith*, *Dhe*, *Tee*, *Dee*, *Es*, *Zee*. They are represented by Roman letters, thus: *th*, *dh*, *t*, *d*, *s*, *z*.

48a. *Third Position Vowels*.—These are written near the ends of strokes, and, with this exception, subject to all that is said with reference to vowels in paragraphs 8, 9, 10, 21a. Especially note 10 (c).

49a. *Third Position Strokes and Briefs*.—An ascending or descending stroke—or first ascending or descending stroke, if two or more strokes are joined—must be written through the line; and briefs just below the line. See third position brief wordsigns, 50a.

47a. Six Consonants, Downward Vertically.

(th, | t,) s: named (lth, | Tee,) Es.

(th, | d,) z: named (Dhe, | Dee,) Zee.

48a. Third Position Vowels.

ä, light dot, as in...at, lash, dash, ...add.

ä, heavy dot, as in...far, par, jar, bar.

u, light dash, as in...pull, push.

oo, heavy dash, as in...pool, rood, ...Zoo.

49b.

at, lash, dash, add, far, par, jar, bar.

50a. Wordsigns: Briefs, Right-slant and Vertical Strokes, Three Positions.

 is, his	 as, has	 first	 the first
 always	 whole	 away	 advantage
 large	 hope-d, party	 possible-ly	 expect

49b. Alley, rap, sloop, chap, shallow, poor, boor, pool, thatch, slap, Al, ash, Ab, abbey, at, add, soothe, zoo.

Note.—Third position vowels are written before the second stroke, when written between strokes.

50a. *Wordsigns.*

51a. *Six Horizontal Strokes*, written to the right, represent *k*, *g* (as in *go*, *gay*, etc.), *m*, *n*, *ng* (as in *ring*, *king*, etc.), and the combinations *mb* and *mp* (as in *kemp*, *ember*, etc.), and these strokes are respectively named Kay, Gay, Em, En, Ing—and the last one named Emb or Emp. For greater facility in writing, *ng* is shaded near its beginning and *emb-emp* near its ending.

52. *Order of Reading Vowels to Horizontal Strokes.*—When a vowel is placed above a horizontal stroke it is read before the stroke; when placed below, it is read after the stroke. *Mb-mp* follows this rule, a vowel being read before or after both of the consonant sounds.

52b. Ache, Kay, oak, go, Em, may, En, no, impose.

Positions of Horizontal Strokes.

53. *First Position.*—The length of a stroke (i.e., the height of a *t*-stroke) above the ruled line.

53b. Eke, knee, e'en, knock, king, Kinney, me, imp.

54. *Second Position.*—On the line. See 52b.

55. *Third Position.*—Just below the line.

55b. Acme, agony, Annie, gang, Mack, knack.

56a. *Wordsigns.*

Diphthongs.

57a. *A Diphthong* is a union of two vowel

object	objected	subject	subjected
to be	however	think	thank-ed, thousand
them	this	themselves	though
those	it	it is, it has, its	itself
at first	dollar	do	does
had	us, use (noun)	use (verb)	was
the	or	of	on
already	awe, aught, ought	all	hear, her, here
why	ever		

50 Key.**51a. Six Consonants, Horizontal, to the Right.**

— k, — m, — n: named — Kay, — Em, — En.

— g, — mb, — ng: named — Gay, — Emb, — Ing.

— mp:

— Emb.

52b.

sounds pronounced in one syllable, and is indicated, in phonetic shorthand, without regard to any other than phonetic spelling. Diphthongs are represented by acute angles, each member slanting to the right, for facility in writing, and are subject to all rules governing vowels, heretofore stated.

Note.—*Wi*, the union of *w* and the diphthong *i*, is denoted by a right angle. It is included in the diphthong table for convenience.

57b. Guide, Giles, boy, annoy, toy, foul, cowl, fuse, Tuesday.

58a. *Wordsigns*.

59. *Diphthongs Joined to Strokes*.—When convenient a diphthong may be joined to a following or preceding stroke.

59b. Eyed, eyes, ice, oil, oily, bough, dow, cue, wide, wipe, wight.

RULES SET IN ORDER.

60. The foregoing pages present consonants, vowels, and diphthongs, with partial statements of certain rules. These rules will now be given full statement; and other rules, not yet touched upon, will then be presented.

POSITIONS OF WORDS.

The First Position.

61. *For Horizontals and Briefs*—the height of a *t*-stroke above the ruled line.

61b. The key is in the ink. The king knocks.

53b.

55b.

56a. Wordsigns: Horizontal Strokes.

— give-n	— am	— home	— whom
— similar	— important	— improve-d,	— impossible
— any	— importance	— may be	— thing
— long	— own	— next	
	— language		

57a. Diphthongs.

i, as in — pie, — by, — shy, — lie, — guide.

oi, as in — boy, — noise, — coy, — joy, — rejoice.

ou, as in — out, — loud, — cow, — allow, — bow.

u, as in — cube, — lieu, — Tuesday.

wi, as in — quiet, — wide, — wipe.

57b.

57 Key.

62. *For all other Signs*—with the bottom of the stroke half the height of a *t*-stroke above the line.

62b. The pile by the side of the lock is big.

The Second Position.

63. *For any Kind of Sign*—on the line.

63b. They may say so. They go, and they may be going to mow. He may have a penny a day.

The Third Position.

64. *For Horizontals and Briefs* (and half-lengths hereafter to be presented)—just below the ruled line; and *for all other signs*—through the line.

64b. How the cow chews at the stack. Lucas sat an hour at the house.

General Rules of Position.

65. *The Position of a Word* is first, second, or third, to correspond with the position of its vowel—or its accented vowel where the word has more than one vowel.

65b. It is a pity Addie lost the buggy. Showery days make muddy forests. Six big dogs chased back the fox.

66. *When a word has more than one stroke*, the first ascending or descending stroke takes the position assigned to the word, and horizontals are to be adjusted to such position.

66b. Cody, Gaudy, Caddo, Kennedy, Canada, Kerry, camomile (or chamomile), Mississippi, Alabama, Albany.

67. *Fourth Position*.—*To*, preceding a word beginning with a descending or horizontal stroke, is

58a. Wordsigns: Diphthongs.

 I, eye	 how	 house	 houses
 new	 now,	 highly	

59b.









61b.









62b.









63b.









64b.









65b.









66b.









implied by commencing that word against the lower side of the ruled line, and the position of that word is called the fourth position.

67b. Today, to pay, to see, to say, to go, to know, to make, to me.

SIGN-NAMES AND POSITION-NUMBERS.

68. *Names*.—To render conversation intelligible about shorthand, it is necessary to use the names of strokes, circles, loops, ticks, and groups.

A *tick*, in a given direction, takes for its name the sound of the stroke of that direction, followed by *oid*. For example, *Boid*—resembling *b*.

68b. Toid, Doid, Poid, Boid, Roid. El, Ar, Ish, Way, Chay, Jay, Pee, Bee, Ef, Vee, Ith, Dhe, Tee, Dee, Es, Zee, Kay, Gay, Em, Emp, En, Ing.

69. *Position Numbers*.—1, 3, or 4, written or spoken after a stroke or brief, indicates respectively the first, third, or fourth position; and an outline without number is of the second position.

69b. Dh-Iss sh-Iss the s^a Poid¹ n-m-Iss, and Poid³ Poid r¹-d, l¹-v-ng t³ v³-l-Iss. Poid Roid b Roid¹ Iss¹ w. Translation.—This shows the use of names, and how to read, leaving out vowels. He should be on his way.

70. *Caution*.—The common name of each consonant is retained where the consonant sound and a vowel sound form the name; as *l*, *r*, *j*, *p*, *b*, *f*, *v*, *t*, *d*, *s*, *z*, *k*, *m*, *n*; but where the common name furnishes no certain suggestion of the consonant sound, it is rejected, and the true sound, united with a vowel sound, is used instead; as *sh* (Ish), *w* (Way), *ch* (Chay), *th* (Ith), *dh* (Dhe), *g* (Gay).

Y (Yay) and *h* (Hay) are yet to be presented.

2 2 2

67b.

67 Key.

68b.

69b.

Translation: (6-9) - 1, 2

69 Key.

VOWELS BETWEEN STROKES.

71. The following Rule (72) guards against the placing of a first- or third-position vowel in an angle, where its value would be uncertain; and also furnishes an additional check upon long and short second place vowels.

72. *All First Place and Long Second Place Vowels* are written after the first stroke; and all other vowels are written before the second stroke.

72b. Tyke, teak, pick, job, rick; take, tome, Job; jem, deck, duck, mull; tack, back, lack, look, took.

73. Though Rule 72 is designed, in part, to keep first place and third place vowels away from angles, yet, in some cases, a third place vowel must fall in an angle, and must be carefully written nearer the stroke to which it belongs than to the other.

73b. Boomer, family, damply.

74. A circle between strokes may cause a first or third place vowel to fall in an angle, and in that event it must be carefully written nearer the stroke to which it belongs than to the other stroke, if possible; or omitted.

74b. Exile, axle, Exall, absorb, dissolve.

75. *Strokes Written at an Acute Angle* sometimes render Rule 72 inoperative, with regard to long and short second place vowels, because the vowel must be practically as near to one stroke as to the other.

75b. Fellow, fore, fur, dale, dell, jail, jelly, rage, wretch, rope, rub.

72b.

┐┐┐ √ ; ┐┐ √ ; ┐

1. 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100. 101. 102. 103. 104. 105. 106. 107. 108. 109. 110. 111. 112. 113. 114. 115. 116. 117. 118. 119. 120. 121. 122. 123. 124. 125. 126. 127. 128. 129. 130. 131. 132. 133. 134. 135. 136. 137. 138. 139. 140. 141. 142. 143. 144. 145. 146. 147. 148. 149. 150. 151. 152. 153. 154. 155. 156. 157. 158. 159. 160. 161. 162. 163. 164. 165. 166. 167. 168. 169. 170. 171. 172. 173. 174. 175. 176. 177. 178. 179. 180. 181. 182. 183. 184. 185. 186. 187. 188. 189. 190. 191. 192. 193. 194. 195. 196. 197. 198. 199. 200. 201. 202. 203. 204. 205. 206. 207. 208. 209. 210. 211. 212. 213. 214. 215. 216. 217. 218. 219. 220. 221. 222. 223. 224. 225. 226. 227. 228. 229. 230. 231. 232. 233. 234. 235. 236. 237. 238. 239. 240. 241. 242. 243. 244. 245. 246. 247. 248. 249. 250. 251. 252. 253. 254. 255. 256. 257. 258. 259. 260. 261. 262. 263. 264. 265. 266. 267. 268. 269. 270. 271. 272. 273. 274. 275. 276. 277. 278. 279. 280. 281. 282. 283. 284. 285. 286. 287. 288. 289. 290. 291. 292. 293. 294. 295. 296. 297. 298. 299. 300. 301. 302. 303. 304. 305. 306. 307. 308. 309. 310. 311. 312. 313. 314. 315. 316. 317. 318. 319. 320. 321. 322. 323. 324. 325. 326. 327. 328. 329. 330. 331. 332. 333. 334. 335. 336. 337. 338. 339. 340. 341. 342. 343. 344. 345. 346. 347. 348. 349. 350. 351. 352. 353. 354. 355. 356. 357. 358. 359. 360. 361. 362. 363. 364. 365. 366. 367. 368. 369. 370. 371. 372. 373. 374. 375. 376. 377. 378. 379. 380. 381. 382. 383. 384. 385. 386. 387. 388. 389. 390. 391. 392. 393. 394. 395. 396. 397. 398. 399. 400. 401. 402. 403. 404. 405. 406. 407. 408. 409. 410. 411. 412. 413. 414. 415. 416. 417. 418. 419. 420. 421. 422. 423. 424. 425. 426. 427. 428. 429. 430. 431. 432. 433. 434. 435. 436. 437. 438. 439. 440. 441. 442. 443. 444. 445. 446. 447. 448. 449. 450. 451. 452. 453. 454. 455. 456. 457. 458. 459. 460. 461. 462. 463. 464. 465. 466. 467. 468. 469. 470. 471. 472. 473. 474. 475. 476. 477. 478. 479. 480. 481. 482. 483. 484. 485. 486. 487. 488. 489. 490. 491. 492. 493. 494. 495. 496. 497. 498. 499. 500. 501. 502. 503. 504. 505. 506. 507. 508. 509. 510. 511. 512. 513. 514. 515. 516. 517. 518. 519. 520. 521. 522. 523. 524. 525. 526. 527. 528. 529. 530. 531. 532. 533. 534. 535. 536. 537. 538. 539. 540. 541. 542. 543. 544. 545. 546. 547. 548. 549. 550. 551. 552. 553. 554. 555. 556. 557. 558. 559. 560. 561. 562. 563. 564. 565. 566. 567. 568. 569. 570. 571. 572. 573. 574. 575. 576. 577. 578. 579. 580. 581. 582. 583. 584. 585. 586. 587. 588. 589. 590. 591. 592. 593. 594. 595. 596. 597. 598. 599. 600. 601. 602. 603. 604. 605. 606. 607. 608. 609. 610. 611. 612. 613. 614. 615. 616. 617. 618. 619. 620. 621. 622. 623. 624. 625. 626. 627. 628. 629. 630. 631. 632. 633. 634. 635. 636. 637. 638. 639. 640. 641. 642. 643. 644. 645. 646. 647. 648. 649. 650. 651. 652. 653. 654. 655. 656. 657. 658. 659. 660. 661. 662. 663. 664. 665. 666. 667. 668. 669. 670. 671. 672. 673. 674. 675. 676. 677. 678. 679. 680. 681. 682. 683. 684. 685. 686. 687. 688. 689. 690. 691. 692. 693. 694. 695. 696. 697. 698. 699. 700. 701. 702. 703. 704. 705. 706. 707. 708. 709. 710. 711. 712. 713. 714. 715. 716. 717. 718. 719. 720. 721. 722. 723. 724. 725. 726. 727. 728. 729. 730. 731. 732. 733. 734. 735. 736. 737. 738. 739. 740. 741. 742. 743. 744. 745. 746. 747. 748. 749. 750. 751. 752. 753. 754. 755. 756. 757. 758. 759. 760. 761. 762. 763. 764. 765. 766. 767. 768. 769. 770. 771. 772. 773. 774. 775. 776. 777. 778. 779. 780. 781. 782. 783. 784. 785. 786. 787. 788. 789. 790. 791. 792. 793. 794. 795. 796. 797. 798. 799. 800. 801. 802. 803. 804. 805. 806. 807. 808. 809. 810. 811. 812. 813. 814. 815. 816. 817. 818. 819. 820. 821. 822. 823. 824. 825. 826. 827. 828. 829. 830. 831. 832. 833. 834. 835. 836. 837. 838. 839. 840.

73b.

h h h

74b.

44

75b.

h h h | l l l q q q q

75 Key.

L L L L

1. 2. 3. 4. 5.

7/1. f L - 12

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1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.

[illegible]

1-2-3-4-5-6-7-8-9-10-11-12-13-14-15-16-17-18-19-20-21-22-23-24-25-26-27-28-29-30-31-32-33-34-35-36-37-38-39-40-41-42-43-44-45-46-47-48-49-50-51-52-53-54-55-56-57-58-59-60-61-62-63-64-65-66-67-68-69-70-71-72-73-74-75-76-77-78-79-80-81-82-83-84-85-86-87-88-89-90-91-92-93-94-95-96-97-98-99-100-101-102-103-104-105-106-107-108-109-110-111-112-113-114-115-116-117-118-119-120-121-122-123-124-125-126-127-128-129-130-131-132-133-134-135-136-137-138-139-140-141-142-143-144-145-146-147-148-149-150-151-152-153-154-155-156-157-158-159-160-161-162-163-164-165-166-167-168-169-170-171-172-173-174-175-176-177-178-179-180-181-182-183-184-185-186-187-188-189-190-191-192-193-194-195-196-197-198-199-200-201-202-203-204-205-206-207-208-209-210-211-212-213-214-215-216-217-218-219-220-221-222-223-224-225-226-227-228-229-230-231-232-233-234-235-236-237-238-239-240-241-242-243-244-245-246-247-248-249-250-251-252-253-254-255-256-257-258-259-260-261-262-263-264-265-266-267-268-269-270-271-272-273-274-275-276-277-278-279-280-281-282-283-284-285-286-287-288-289-290-291-292-293-294-295-296-297-298-299-300-301-302-303-304-305-306-307-308-309-310-311-312-313-314-315-316-317-318-319-320-321-322-323-324-325-326-327-328-329-330-331-332-333-334-335-336-337-338-339-340-341-342-343-344-345-346-347-348-349-350-351-352-353-354-355-356-357-358-359-360-361-362-363-364-365-366-367-368-369-370-371-372-373-374-375-376-377-378-379-380-381-382-383-384-385-386-387-388-389-390-391-392-393-394-395-396-397-398-399-400-401-402-403-404-405-406-407-408-409-410-411-412-413-414-415-416-417-418-419-420-421-422-423-424-425-426-427-428-429-430-431-432-433-434-435-436-437-438-439-440-441-442-443-444-445-446-447-448-449-450-451-452-453-454-455-456-457-458-459-460-461-462-463-464-465-466-467-468-469-470-471-472-473-474-475-476-477-478-479-480-481-482-483-484-485-486-487-488-489-490-491-492-493-494-495-496-497-498-499-500-501-502-503-504-505-506-507-508-509-510-511-512-513-514-515-516-517-518-519-520-521-522-523-524-525-526-527-528-529-530-531-532-533-534-535-536-537-538-539-540-541-542-543-544-545-546-547-548-549-550-551-552-553-554-555-556-557-558-559-560-561-562-563-564-565-566-567-568-569-570-571-572-573-574-575-576-577-578-579-580-581-582-583-584-585-586-587-588-589-590-591-592-593-594-595-596-597-598-599-600-601-602-603-604-605-606-607-608-609-610-611-612-613-614-615-616-617-618-619-620-621-622-623-624-625-626-627-628-629-630-631-632-633-634-635-636-637-638-639-640-641-642-643-644-645-646-647-648-649-650-651-652-653-654-655-656-657-658-659-660-661-662-663-664-665-666-667-668-669-670-671-672-673-674-675-676-677-678-679-680-681-682-683-684-685-686-687-688-689-690-691-692-693-694-695-696-697-698-699-700-701-702-703-704-705-706-707-708-709-710-711-712-713-714-715-716-717-718-719-720-721-722-723-724-725-726-727-728-729-730-731-732-733-734-735-736-737-738-739-740-741-742-743-744-745-746-747-748-749-750-751-752-753-754-755-756-757-758-759-760-761-762-763-764-765-766-767-768-769-770-771-772-773-774-775-776-777-778-779-780-781-782-783-784-785-786-787-788-789-790-791-792-793-794-795-796-797-798-799-800-801-802-803-804-805-806-807-808-809-810-811-812-813-814-815-816-817-818-819-820-821-822-823-824-825-826-827-828-829-830-831-832-833-834-835-836-837-838-839-840-841-842-843-844-845-846-847-848-849-850-851-852-853-854-855-856-857-858-859-860-861-862-863-864-865-866-867-868-869-870-871-872-873-874-875-876-877-878-879-880-881-882-883-884-885-886-887-888-889-890-891-892-893-894-895-896-897-898-899-900-901-902-903-904-905-906-907-908-909-910-911-912-913-914-915-916-917-918-919-920-921-922-923-924-925-926-927-928-929-930-931-932-933-934-935-936-937-938-939-940-941-942-943-944-945-946-947-948-949-950-951-952-953-954-955-956-957-958-959-960-961-962-963-964-965-966-967-968-969-970-971-972-973-974-975-976-977-978-979-980-981-982-983-984-985-986-987-988-989-990-991-992-993-994-995-996-997-998-999-1000-1001-1002-1003-1004-1005-1006-1007-1008-1009-1010-1011-1012-1013-1014-1015-1016-1017-1018-1019-1020-1021-1022-1023-1024-1025-1026-1027-1028-1029-1030-1031-1032-1033-1034-1035-1036-1037-1038-1039-1040-1

 , 7/16 8 1/16 6 1/16 |

L L l Z z

76. *Strokes Written at an Acute Angle*, with a joined circle between, sometimes render the indication of a vowel impracticable, and such outlines must be read by means of position and context.

76b. Vastly, vassal, vessel, dazzle, tassel, pestle, baseless, puzzle, desire, absorb, dissolve, absolve.

77. *When two Vowels occur between two Strokes*, one vowel is written to each stroke, if that can be conveniently done; otherwise both are written beside one stroke, placing nearer the stroke the vowel to be read nearer, and a little farther away the vowel to be read farther from the stroke.

77b. Piety, pious, science, poem; vowel, duel, dual, towel, power.

Note.—After thorough practice with the words used in paragraph 77b, give them as thorough practice, omitting unaccented vowels.

ORDER OF READING VOWELS.

78. *When a vowel is placed above a horizontal stroke, or to the left of any other*, it is read before the stroke, and after an initial circle or loop.

78b. Ache, oak, aim, inn, edge, each, if, odd, at, ask, ace. Sake, sack, sip, sign, step, stirrup. Some of them say they will stop soon.

79. *When a vowel is placed below a horizontal stroke, or to the right of any other*, it is read after the stroke, and before a final circle or loop.

79b. They go to mow the meadow today. They may see Joe go. They wish to see those arrows, if they may. Impose, mass, masts, masters, posts, jest, base.

76b.

h h

77b.

78b.

79b.

79 Key.

JOINING CONSONANT STROKES.

80. *Write the first stroke* as it should be written, upward, downward, or to the right, and commence the second stroke where the first ends, the third being continued from the end of the second, and so on, without lifting the pen; and bear in mind that the first ascending or descending stroke (if any) takes the position required for the word.

80b. Enigma, comic, come, cook, agony, agonize, Mike, Mamie, Minnie, Mooney, Mack; malady, Kennedy, Canada, China, variety, varied, deny, cape, cap, callow, Forney.

81. *A Heavy, Straight Line*, when joined without an angle to a light line, should taper toward the point of union.

81b. Beppo, diet, tidy, keg, Chicago, defy, log, lug, lag.

82. *A Heavy Curve*, joined without an angle to a heavy straight line, should not taper toward the point of junction.

82b. Judah, Zeba.

83. *The Inclination of Sloping Strokes* may be varied in order to secure easier junction with a preceding or following stroke.

83b. Ray, rake, rosy; Poe, poem, poet; Shay, shake, shady; ray, gory, fur.

84. *The Acuteness of the Angle*, and consequent ease of junction, in words containing curves, may be considerably affected by variations in curvature of the curved strokes.

84b. May, make, empty; nigh, deny, knock, agony, piano; Jay, gem, Jerre, Jessie; so, acid, Osage, ossify, acid, chaos; lion, lamp; Shay, sherry, shake.

80b.

81b.

82b.

83b.

84b.

84 Key.

CONTRACTIONS.

85. *A Contraction* is an outline consisting of more than one stroke, but less than the full consonant representation of a word. Contractions will be used in *Key* exercises as occasion may naturally arise for their use, and full list given at the close of this work.

TICKS JOINED TO STROKES OR BRIEFS.

86. *A*, *an*, or *and* may be joined to a following stroke or circle by a horizontal or vertical tick.

86b. A boy; an egg; and go; and come; and seek; and sit; and stay; and weigh; and jump; and show; and is; and has.

87. *The* may be joined to a preceding word by a tick written in the direction of *Pee* or *Ar*.

87b. Saw the; said the; in the; make the; do the; fix the; cause the; may the.

88. *The* may be joined to a following word by a sloping tick, resting on the ruled line and written upward.

88b. The first; the next; the new.

89. *He* may be joined to a following word by a tick on the line, written in *Pee* or *Ar* direction, or inclined to the left if more convenient; and *he* or *him* may be joined to a preceding word by a tick in *Pee* or *Ar* direction.

89b. He took; he said; he saw; he was; he looked; he left; he makes; he must; he may. Had he; does he; may he; see him; saw him; says he.

86b.

87b.

88b.

89b.

90b.

91b.

92b.

92 Key.

90. *I* may be joined, by either of said sloping ticks, to any following word that, in its proper position, will permit the *I*-tick to be written above the ruled line.

90b. I saw; I say; I do; I had; I take; I took; I leave; I like.

91. *Position of a Stroke may be changed*, to give the *I*-tick its place above the line, or the *he*-tick its place on the line.

91b. He may; I may; he knows, I know; he said, I said; he looks, I look; he lacks, I lack.

92. *Thr*, for *there, their, they are*, when it cannot be otherwise conveniently expressed in a phrase sign, may be denoted by a heavy tick in the direction of *Bee*.

92b. Sees their; sees they are; sees there; goes there; says they are; does there.

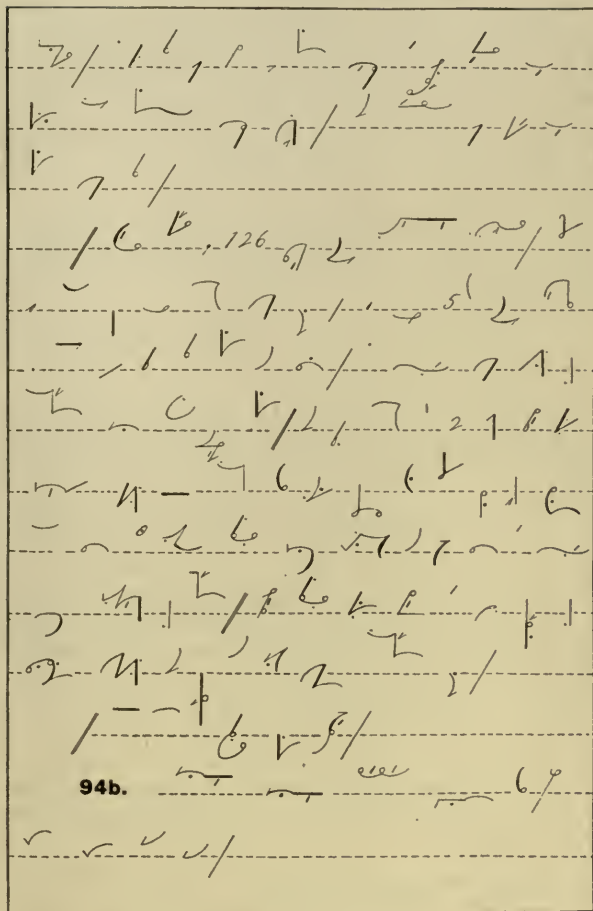
PHRASE WRITING.

93. The speed and legibility of writing may be considerably increased by the judicious use of phrase writing; that is, by joining words occurring together in phrases or clauses, where the words may be easily and readily joined, and without going too far above or below the line.

Position of Phrase Signs.

94. *The First Word* of a phrase is usually written in its proper position, and the other word or words follow without regard to position.

94b. I may go; he may go; his own son; how came this? I will; he will; I shall; he shall.



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95. *The Second Word* determines the position of a phrase when the first word is represented by a horizontal stroke, or a brief, of the first position, which may be joined to the second word without being brought down to or below the line.

95b. Any time; in time; any day; is to be; I was going on Tuesday.

96. *The Second Word* also governs position when the tick for *a*, *an*, or *and* is the first portion of the phrase sign, and the second word is not *the*, *a*, *an*, or *and*.

96b. A boy; a cow; a mass; and this; and these; and thus; an atom; an echo.

97. *Is, his, as, has*.—Occasionally the small circle denoting *is, his, as, or has*, is written out of position to give position to a preceding or following stroke.

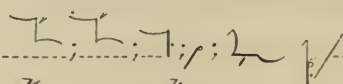
97b. He is going; he had his book; he has come; he is coming; as far as.

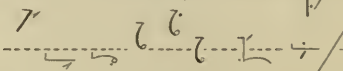
98. *Is, his, as, has*.—The small circle, denoting *is, his, as, or has*, may be enlarged to add another word of the same list; and in such case the position of the first word is retained.

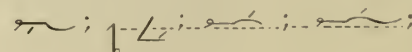
98b. Is his book; is as far; his has no check; as is my own; as his was; such as has.

99. It is not advantageous to make phrase outlines too long, or reaching too far above or below the ruled line.

99b. It was so many days ago. I see so many societies are going to be represented.

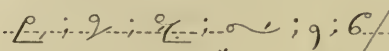
95b. 

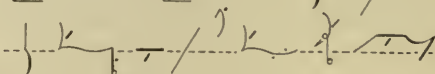
96b. 

97b. 

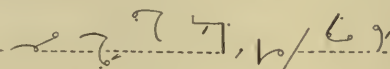


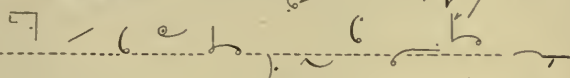
97 Key. 

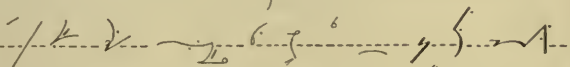
98b. 

99b. 

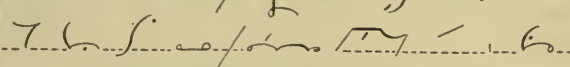


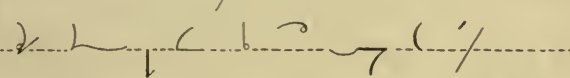
99 Key. 











CIRCLES ADDED.

Iss may be Added to Indicate:

100. *The plural number or possessive case of nouns.*

100b. Pumps; Dick's pumps; May's pears; Joe's jewels; the packages are ours.

101. *The third person singular of a verb in the present tense.*

101b. He stays; she rides; it rests; it lies here; he pursues; it follows.

102. *The addition of is, his, as, or has, principally to pronouns, conjunctions, and adverbs.*

102b. He has a pail; he is going; she has come; he has nothing but his books and has to work; he goes as far as the city.

103. *The addition of his to prepositions.*

103b. On his pony he is going to his home for his books.

104. *The addition of self to pronouns.*

104b. He keeps himself. I save myself. She stays by herself. It lay by itself.

105. *The Iss circle may be enlarged to indicate a plural number or possessive case, or to add is, his, as, or has.*

105b. The roses are Tess's or Bess's. This is the best. He should raise his cap. He does as much. This has lost the way.

PREFIXES AND SUFFIXES.

106. A light dot, placed at the beginning of a word, signifies *con*, or *com*.

100b. $\begin{array}{c} \text{L} \\ \text{L}; \text{L}; \text{L}; \text{L}; \end{array}$

7/1/1

101b. This exercise shows a sequence of musical notation elements on a five-line staff. From left to right, it includes: a quarter note with a flat sign; a half note with a slur above it; a quarter note with a sharp sign; a half note with a slur above it; a quarter rest; a half note with a slur above it; a quarter note with a sharp sign; a half note with a slur above it; and a quarter note with a sharp sign.

1. $\frac{1}{2}$

102b. 

— — — — —

103b. $\mathcal{L}_1 - \text{---} \circ \text{---} \mathcal{L}_6 /$

104b. 

105b. . / b' b / v z 7 /

1/600

105 Key. *C. L. 1-7/10*

1874

6-17/12-1

2 1 1 2 1 1

106b. Confer, commit, continue, compare, compose, committee, conferring.

107. The dot for *con* or *com* may be implied by writing a brief in place of it.

107b. The committee; and his committee; and confers; and is conferring; as comparing; and as composing; as a comparison; is a comparison.

108. The dot for *con* or *com* may be implied by writing the remainder of the word under any preceding and closely connected word; or near and partially under the same. If the remainder of the word has a distinctive outline, this prefix needs no indication.

108b. This committee was conferring, and it continued its work. By the comparison; by a comparison.

109. For the affix *ing* write the *ng*-stroke when junction is easy; otherwise a light dot at the end of a stroke indicates *ing*; a heavy dot, *ings*.

109b. Laying, arraying, showing, weighing, chewing, paying, obeying, loving, having, doing, tying, seeing, going, coming, making, aiming, knowing.

110. *A Wordsign or Contraction*, retaining the last consonant sign of the word, may take the *Ing*-stroke for *ing*; otherwise the dot should be used.

110b. Willing, hearing, being, having, longing, working, enlarging, giving, purposing, objecting, subjecting, thinking, thanking, gathering, improving.

111. The ticks for *the*, *a*, *an*, *and*, *thr*, may be used in place of the *ing-dot*; and a heavy tick, left slant, may be used to represent *ingly*.

111b. Doing the; thinking a; tying an ox; thinking and hearing, musingly. Amusing their boys; staying there; expecting their work to be successful; thinking they are followed.

106b.

107b.

108b.

109b.

110b.

111b.

111 Key.

OMISSION OF *OF*.

112. *Of* may be omitted, and implied, by writing the adjacent strokes near each other.

112b. Coming of summer; going of automobiles; the ways of many; sights of Chicago.

113. *The*, following an omitted *of*, may be joined by a tick to the *preceding* word; and *a* or *an*, by a tick to the following word.

113b. Coming of the summer; coming of a summer; going of the automobiles; going of an automobile; the ways of the many; the ways of a mob.

Note.—Though literally written: Coming *the of* summer; going *the of* automobiles; the ways *the of* many—the writer or reader need not be confused thereby. This license is very useful.

PUNCTUATION.

114. The marks employed in stenography are as follows: comma, semicolon, colon, parentheses, exclamation, caret—as in longhand; period, *pp*; paragraph, double period strokes; hyphen, double ticks, Pee direction; dash, two Kay strokes close side by side; interrogation, as in the shorthand opposite.

114b. This is the day. The boy, dog, and ox, came (by various ways) to the house; thus: the boy came west by south; the dog, south; the ox, west.

Does James see the boy? If so, does he speak to him?

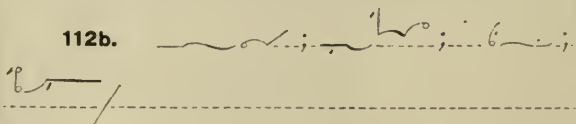
The waste-pile—back of the city—is high. (Pshaw!)

This is so far—a thousand miles—Chicago!

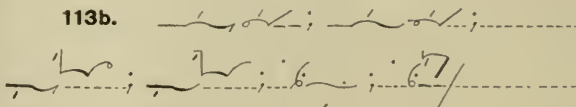
115. *Omission of Comma and Semicolon.*—These may be omitted, and indicated by careful spacing, or by context.

115b. Those in the house are Joseph Ray, of Sales-

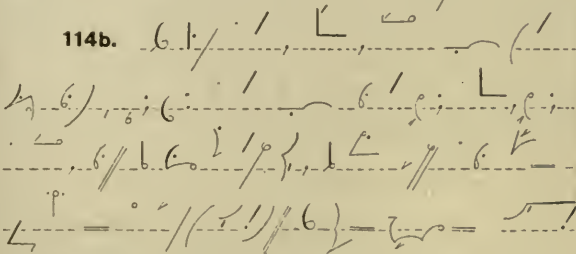
112b.



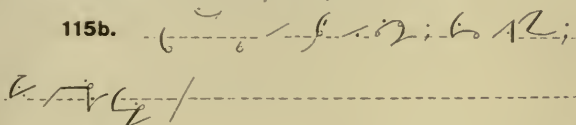
113b.



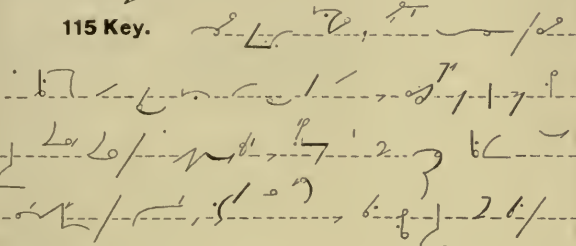
114b.



115b.



115 Key.



ville; James Redd, of Albany; and Jerre Ragsdale, of Jacksboro.

INITIALS AND PROPER NAMES.

116. Initials should be written in longhand. (The last page of these rules presents shorthand initials, for the advanced writer.) An unfamiliar name, upon its first occurrence, should be written in longhand and, upon its recurrence, in shorthand. Familiar names, like Smith, Johnson, Jack, James, and names of States and principal cities, should be written in shorthand, as hereinafter indicated.

116b. Jerre Johnson, Jack Smith, B. J. Matthews, and H. P. Forney, visit the city on Tuesday. Messrs. Smith and Forney may be here many days.

TICKS JOINED TO TICKS.

117. Careful observance of the following rules will render all this work simple and certain.

(a). Koid, for *a-n-d* followed by *the*, is written on the ruled line.

(b). Koid, for *a-n-d* followed by any tick wordsign, except *the*, leaves the wordsign in its proper position.

(c). All the wordsign ticks when alone or initial are written downward, except *on* and *should*.

(d). *Should* and *on* are written downward, following the *a-n-d* tick.

117b. (a). And the. (b). And but; and he; and to; and who. (c). But the; to the; he should; or the; of the; on the; all the; should the. (d). And should; and on.

Note.—(*And of, and all*, are not written with joined ticks, but each phrase with a tick and hook, to be presented hereafter.)

116b.

117b.

117 Key.

USES OF S AND Z STROKES AND BRIEFS.

Use S- or Z-stroke in the following cases:

- 118. When the only consonant sound is *s* or *z*.
- 118b. See, say, ease, zoo, sigh, easy, Asa.
- 119. When two vowels follow.
- 119b. Science, scion, Zion.
- 120. When another *s* follows.
- 120b. Cease, sauce, society.
- 121. When *s* or *z* follows an initial vowel.
- 121b. Assignee, ask, Isaac, Eskimo, essence, assail, asp, acid, Azle.
- 122. The sound of *z* at the beginning of a word, or after an initial *Iss*, is represented by a Z-stroke.
- 122b. Zeal, Zoar, zany, seize, Caesar, scissors, size.
- 123. *Derivative Outlines* follow the rules governing primitives. Carefully note the rules governing the different outlines of the following words:
- 123b. See, sees, seize; sigh, sighs, size; cease, seize; seal, zeal; saucer, Caesar, scissors.
- 124. Initial *Ses* is used for two *s*-sounds.
- 124b. System, Sussex, sassafras, Cicero, saucer.
- 125. The sound of *s* or *z*, preceding a final vowel, or preceded by two vowels, should be denoted by a stroke.
- 125b. Rose, rosy; days, daisy; mace, Macey; fox, foxy; Dix, Dixie. Pious, chaos, Jewess.
- 126. Use the *Small Circle*, for a single *s* or *z*, in all cases where the *s* or *z* stroke is not required under above rules, unless a loop may be used.

118b.

119b.

120b.

121b.

122b.

123b.

124b.

125b.

126b.

126 Key.

126b. Space, steps, stirrups; sage, stage, storage; lace, laces, laced, luster, Lucy; mace, mast, master, Macey; dose, dust, duster, daisy; rose, rosy.

DIFFERENT MODES OF EXPRESSING H.

127. *H may be represented by either of three devices*, preferably in the order here given, where practicable. (a). By a tick in the direction of Pee or Ar—or downward, leaning to the left, if more convenient—joined to a following stroke. (b). By a dot written near a vowel, where the tick cannot be conveniently used. (c). By a light straight stroke, downward, leaning to the left, and named Hay.

128. *Initial h* should be joined to a following consonant, by a tick, where practicable.

128b. Hawk, hook, hack, head, hot, hat, hoop, hip, hop, hedge, whey, huge, hall, heal, horse, hush, hoof, heavy.

129. *Before a vowel* between consonants, *h* may be indicated by placing a light dot before the vowel.

129b. Inhale, exhale, exhume, cohere, unhung, unhinge.

130. *The Hay-stroke* must be used in all words (except words in the wordsign lists heretofore given) in which *h* is the only consonant of the primitive, and in proper names analogous thereto.

130b. Hay.—Hay, hays, hay making, Hayes, hue, hew, hues, hews, Hugh, Hugh's, Hughes, haw, Hawes, hoe, hoes, Hoe's, Ohio. He, who, high, how.

131. Words, identical in sound with words above, may come within Rule 128 rather than 130.

131b. Haze, hazy—hays, Hayes; hoes—hose, Hosey.

128b.

129b.

130b.

131b.

131 Key.

DIFFERENT MODES OF EXPRESSING W AND Y.

132a. *W* may be represented by one of three devices.—(a). The Way-stroke. (b). A small half-circle, opening to the right, and called Weh. (c). A small half-circle, opening to the left, and called Wuh.

Y may be represented by one of three devices.—(d). A curved stroke, light, downward, leaning to the left. (e). A small half-circle opening upward, called Yeh. (f). A small half-circle opening downward, called Yuh.

The Way-stroke is usually employed in the following cases:

133. In all words, except *we*, in which *w* is the only consonant.

133b. Way, woe, woo, Wye, weigh, Waugh.

134. When initial *w* is followed by *s*, *z*, *f*, or *v*.

134b. Wise, wisp, wasp, wife, wives, woof, wave.

135. Where *w* is preceded by initial *h*; and in such case the *h* may be omitted.

135b. Whist, whisk, whiz, whistle, whiskey, whisper. (Note that the phonetic spellings would be hwist, hwisk, hwisper, etc.)

136. When initial *sw* are the only consonants.

136b. Sway.

137. When *w* follows an initial vowel.

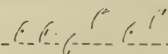
137b. Awake, awoke, await.

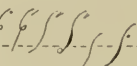
138. When *w* may be joined to a following *sh*, *f*, *v*, *n*, or *ng*, in a word or phrase.

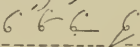
132a. Different Modes of Expressing W and Y.

(w, c w, > w: named (Way, c Weh, > Wuh.

\ y, u y, n y: named \ Yay, u Yeh, n Yuh.

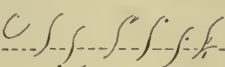
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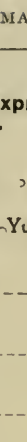
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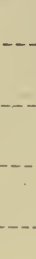
135b. 

136b.

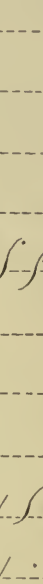
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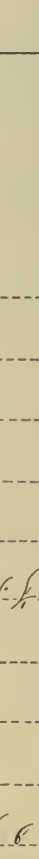
138b. 



139b. 

140b. 

140 Key. 



138b. We shall, we shall be, wash, washing, wish, we have, were having, wife, weave, wave, we follow, we know, we never, with any, wing, swing, swish.

The Yay-stroke is employed in the following cases:

139. In all words, except *you*, in which *y* is the only consonant.

139b. Ye, yea, yaw, yew, ewe.

140. When an initial vowel precedes *y*.

140b. Oyez, oyer.

Brief W and Y.

141. *Brief W* may be joined at the beginning of a consonant stroke at an angle.

141b. Watch, web, wedge, withe, wait, walk, wag, wake, woke.

142. *Brief Y* may be joined at the beginning of a consonant stroke at an angle.

142b. Yellow, Yarrow, youth, yacht, yon, yam, yoke, yegg.

143. *Reading Brief W or Y joined.*—In reading a consonant stroke, with a Brief W or Y joined at the beginning, read first the *w* or *y*; and next, the consonant stroke, with the vowel or vowels beside it, precisely as though no such brief were joined. This rule applies also where the *w*-hook is used. (See 145.)

143b. Weed, weep, witch, watch, yell, yacht, yellow, Yarrow, yoke, yak, yon, yam, yawl, yore.

144a. *Wordsigns.*—Note that the first position briefs are used in connection with first position

141b.

142b.

143b.

144a. Wordsigns: Brief W and Y.

with

we

were

what

would

year

years

yet

beyond

you-r

yours, yes

yourself

yourselves

yes, sir.

144 Key.

vowels, and second position briefs in connection with second or third position vowels.

145. *The Way-Hook*.—A small hook, called the Way-hook, prefixed to El, Em, or Emp, may be used to represent *w*, denoting *we*, *with*, or *were*; and in other cases where brevity may be secured thereby.

145b. We will, we may, we may be, we may be going, with me, with my, were making, were improving; while, well, quell, quail, we like, were looking.

Note.—Using this hook for *we*, *with*, the phrase must be in the first position; and, using the hook for *were*, the phrase must be in the second position.

These devices are named Weh-El, Weh-Em, Weh-Emp.

146. *A Small Circle may be prefixed to a Brief W or W-hook*, by writing the circle within the brief or hook. For greater facility this circle is made in the form of a loop. Writing the circle within a hook, the initial movement should be approximately in the initial direction given the stroke to which the circle and hook are prefixed.

146b. Sweet, Swede, sweep, switch, swig, swag, swell, swim, swamp.

147. *W in Word and Phrase Outlines*.—In the Wordsign List, 144a, *we*, *with*, *were*, are given brief signs; paragraph 145 provides for the representation of these words by a hook; but, where the hook or brief is not more convenient for that purpose, Way should be used to represent *we*, *with*, *were*; and in word outlines, Way should be used if more facile outlines may thereby be secured than by the use of the brief.

147b. *We, with, were*.—(a). Represented by the list signs:—We, we do, we had, we judge, we check up, we wish,

145b.

146b.

147b.

147 Key.

we become, we take, we took, were taking, were talking, were doing, were aiding, were paying. (b). Represented by hook:—(see 145b). (c). Represented by Way:—We shall, we show, we shall be, we know, we never, we next, with any, were showing, were knowing, we come, we go, were coming, were going, were never, were knowing. (d). We also use Way in the following and similar cases:—We have, wife, weave, we fear, we follow, weaver, waiver; wash, washing, wish, wishing, winnow, winnowing, Winona, with force, we forced, were forced, were fearing, were following, were averse.

BRIEF W AND Y IN VOWEL PLACE.

Where foregoing methods of indicating w and y are impracticable, it is occasionally desirable to write the brief in a vowel place beside a stroke, thus indicating by one character the w or y and the vowel following it.

148. *The Particular Dot Vowel following the w* may be indicated by writing Weh in the vowel's place, making the sign heavy for a long vowel, and light for a short vowel.

148b. Equity, quick, squeeze, quake, dwell, quack.

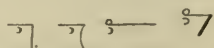
149. *The Particular Dash Vowel following the w* may be indicated by writing Wuh in the vowel's place, making the sign heavy for a long vowel, and light for a short vowel.

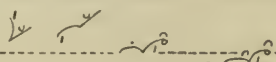
149b. Quota, quoth, squawk, squab.

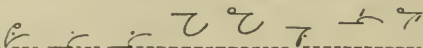
150. Rules 148 and 149 apply to the use of *Brief Y in vowel place*—using Yeh to represent following Dot vowels and Yuh to represent following Dash vowels.

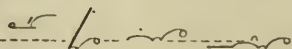
150b. Sawyer, lawyer, emulous, cumulus.

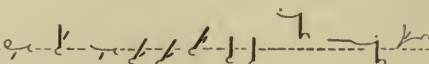
148b. 

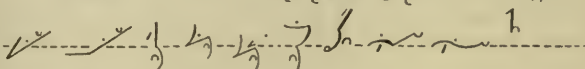
149b. 

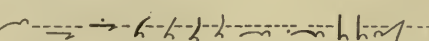
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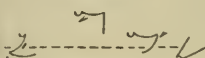
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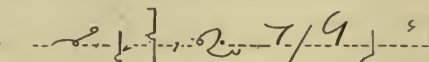


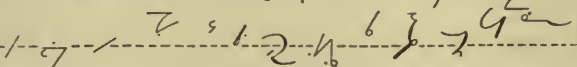
152b. 

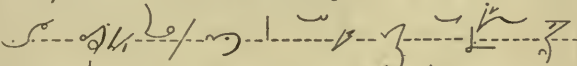


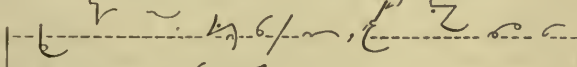
153b. 

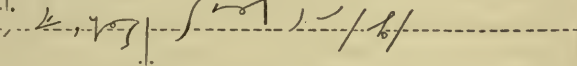


153 Key. 









151. *Way Stroke, or Brief w or y, Suggesting a Following Vowel.*—The experienced stenographer omits vowels, except in rare instances, and identifies words by position and context; and, in a comparatively few instances, it is better to use a Way stroke, or hook, or a Brief W or Y joined, where foregoing rules permit a disjoined brief.

151b. Swell, quell, quail, quash, squash, quest, qualm, squaw, squall, bibulous, emulous, cumulus.

152. *When a Vowel Immediately Follows Another*, an intermediate sound is usually produced, in pronunciation, unless a distinct pause is made after the first vowel. This sound is, approximately or perfectly, in different combinations, the sound of *w* or *y*; and no confusion, but considerable gain, is found to result from the employment of a W stroke or Brief W or Y to suggest the two vowels.

152b. Snowy, doughy, Noah, Bowie, buoy, boa, Dewey, dewy, India, Candia, folio, barrier, carrier, odious, various, furious, envious, obvious, Emporia, ammonia, Idaho.

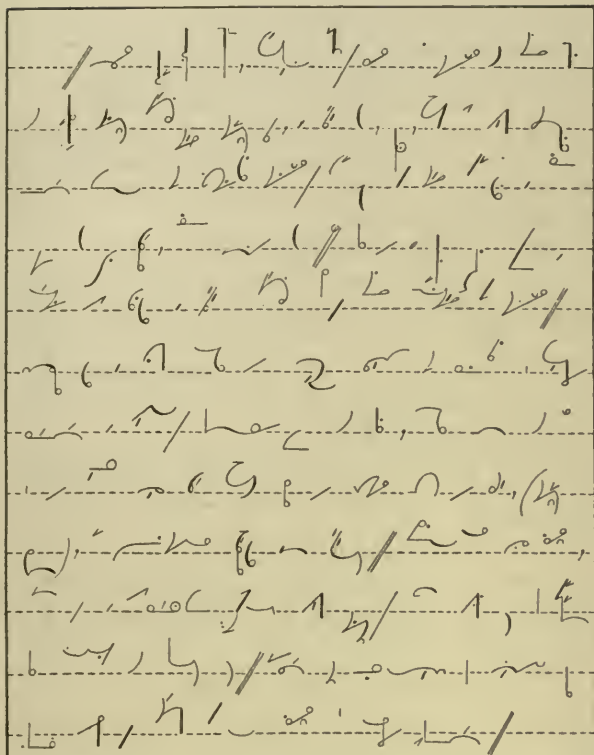
153. *The Diphthong eu* (as in *lieu*, etc.) may be denoted by its proper sign or by Yeh or Yuh, giving preference to the sign most conveniently joined.

153b. Lieu, cue, ague, Jew, pew, view, few, mew, imbue, due, dew, Europe, euphony, unite, unify, pure.

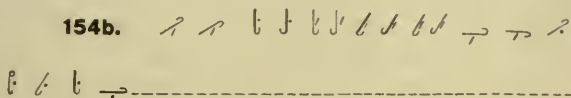
HOOKS FOR F, V, AND N.

154. *F, v, or n may be added to straight line consonants* by a small final hook—written for *f* or *v* on the circle side, and for *n* on the opposite side.

154b. Rough, run, deaf, den, tough, ton, buff, bun, puff, pun, cuff, cone, rave, stave, pave, Dave, gave.



154b.



155. *N may be added to any curve consonant by a small hook on the inner or circle side.*

155b. Line, lane, shine, shone, wane, Jane, chain, fine, vine, thin, then, assign, mine, moon, noon, impugn.

156. *F or v may be denoted by a small hook on the inner or circle side of a curve, to add have, or the affix -ful, to a very common word, and this hook is slightly lengthened.*

156b. They have, thankful, useful.

157. *Vocalization of Final Hooks.*—A vowel, after a stroke with a final hook, is read before the hook. This is fully exemplified in 154b and 155b.

158. *A Stroke F, V, or N must be employed when followed by a vowel which cannot be written before a following stroke.*

158b. Line, Lena; shine, shiny; wine, winnow; join, China; fin, finny; vine, Venice; assign; assignee; mane, many. Before a following stroke:—donate, devote, tonnage, defense.

Iss, Ses, Steh, Star, added.

159. *A circle or loop may be added to a straight-line n-hook sign, by writing such circle or loop in place of the n-hook.*

159b. Can, cans, Kansas, canister, dens, danced, dances, guns, against, gun store, punster.

160. *S or z may be added to the Enses-circle and to the loops, by a small circle turned on the opposite side of the stroke.*

160b. Down stairs, punsters, canisters.

161. *Caution.*—As has been stated, circles between strokes may sometimes take the form of loops; yet, in the following illustrations they are

simple circles, not to be read as loops, and not to be read as implying *n* following the first stroke.

161b. Bask, poser, possessor, desire, dislike, dislocate, desk, puzzle.

162. *S* or *z* may be added to an *n*-hook on a curve, or to any *f*- or *v*-hook, by a small circle written distinctly within the hook.

162b. Lines, shines, vines, fans, thence, thins, assigns, whence, wines, joins, Jones, man's, nuns, roofs, puffs, paves, tiffs, Dave's, caves, raves.

163. Certain outlines, authorized under Rule 162, require change of outline for a derivative; and, as a general rule, words of two syllables should be written with two strokes, though seemingly permitting the Ens-hook under Rule 162.

163b. Lance, lances; chance, chances; wince, winces; alliance, evince, convince.

164. *F* and *N*-Hooks are occasionally written in the middle of words.

164b. Runner, rover, ginner, buffer, cover, tougher, defer, thinner, mainly, define, divine, device, advice, advise, Davis.

Note the necessarily imperfect hook in writing *mainly*.

165. *An Important Rule of Position*.—In the list of illustrative words last above given (164b), certain of the shorthand outlines are out of the position assigned them under previous rules, because, in true position, one would not be distinguishable from another of like outline. In such cases, position is assigned with reference to the unaccented vowel.

165b. Divine, define; device, advice; devise, advise.

166. *Names of F- V- N-Hook Groups*.—The name of a consonant group should include the con-

161b.

162b.

163b.

164b.

165b.

166b.

166 Key.

sonant sounds, with the vowel *eh* following the stroke-sound, and said vowel also used in a second syllable, if necessary. A few type indications and names are given in the illustrative paragraph here following. Note that *th* stands for the consonant sound in *thigh*, and *dh* for the consonant sound in *thou*.

166b. Tf, Tef; tfs, Tefs; thn, Then (as in *thin*); dhm, Dhen (as in *then*); kn, Ken; kns, Kens; knss, Kenses; knst, Kenst; knstr, Kenster; knstrs, Kensters.

SHON AND TIV HOOKS.

167. The syllable *shon* (*tion*, *sion*, etc.) may be added to any consonant stroke by a large final hook on the circle side.

167b. Erosion, compulsion, passion, tuition, intuition, session, fashion, evasion, conviction, confection, motion, mansion, sanction.

168. The syllable *tiv* (*tive*) may be added to any straight stroke by a large final hook on the *n*-hook side.

168b. Comparative, combative, dative, active, consecutive. Execution, executive; action, active; vocation, vocative; sedition, sedative.

169. *Tiv*, following a curve, must be written Tef.

169b. Native, motive, votive.

170. *S* or *z* may be added to the Shon- or Tiv-hook by a small circle written within the hook.

170b. Comparatives, actions, conditions, sedatives.

171. *Shon and Tiv in the Middle of Words*.—These hooks are sometimes used in the middle of words.

167b.

168b.

169b.

170b.

170 Key.

171b. Occasional, occasionally, national, nationally, passionate, activity, actively, comparatively.

Note.—A Vowel after *Shon* or *Tiv* must be written before a following stroke. This is illustrated in 171b.

Small Hook for Shon.

172. The syllable *shon* may be added by a small curve or half-circle, named Eshon, (a) To a circle or loop; and (b) To an *f*-hook.

172b. (a). Possession, compensation, condensation, sensation, musician, recision, decision, registration. (b). Division, devotion.

WORDSIGN AND CONTRACTION LISTS POSTPONED.

173. The complete lists of wordsigns and contractions, hereafter given, should be mastered by every student who is willing to do the work required of a stenographer; but such work may be undertaken when the full lists are reached, and even after the student may have obtained employment. Outlines from these lists will be used in *Key* work hereafter, to the end of the text, and until then, paragraph references to wordsigns and contractions will simply call the student's attention to the fact that some of such outlines are being introduced, based on preceding text matter.

L AND R HOOKS.

174. A *Small Hook* on the circle side and at the beginning of any stroke or tick indicates that *l* follows the stroke or tick.

171b.

172b.

172 Key.

174b. Ll, Lel; rl, Rel; shl, Shel; wl, Wel; chl, Chel; jl, Jel; pl, Pel; bl, Bel; fl, Fel; vl, Vel; thl, Thel; dhl, Dhel; tl, Tel; dl, Del; sl, Sel; zl, Zel; ml, Mel; nl, Nel; ngl, Ingl; mpl, Empl.

175. *The Small Initial Hook on l, m, mp*, according to Rule 145, denotes *w* before such strokes, in certain cases; and Rule 174 provides the same outlines for Lel, Mel, Empl. The few words, in which differences of outline avoid confusion, are more easily remembered than intricate rules would be; and there will be no conflict or confusion.

175b. Well, lull; quell, quail, Galilee. We may see the mill. They were making a mile an hour. This has a smell of the swamp soil. They swim with a smile.

176. *Signs to indicate the combination of r with preceding straight strokes* are obtained by turning over, sidewise, the corresponding l-hook signs.

176b. Rer, Per, Ber, Ker, Ger. Play, pray, acre, clay, eagle, eager, idle, dry.

177. *Signs to indicate the combination of r with preceding curved strokes* are obtained by writing a large hook in place of the l-hook.

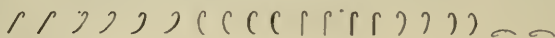
177b. Cher, Jer, Fer, Ver, Ther, Dher, Mer, Ner. Fresh, every, through, author, Cameron, camera, commerce, crusher. The following outlines are best this way: tin, tinner, banner, tanner; and others this way: run, runner, ginner, liner, beginner, canner; and others this way: even, evener, veneer, finer, finery.

178. *An L- or R-hook Group may be joined to a preceding letter*, and in some such cases the hook cannot be perfectly formed.

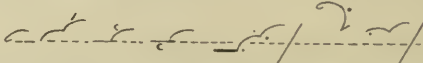
178b. Reply, replace, liable, baker, dicker, figure.

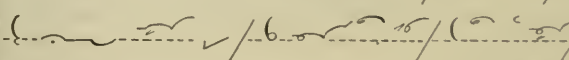
179. *The L- and R-hook Signs are used principally* where an unaccented vowel intervenes, or

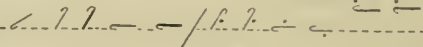
174b. 





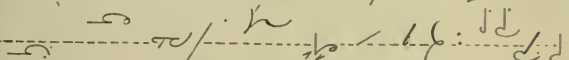
175b. 

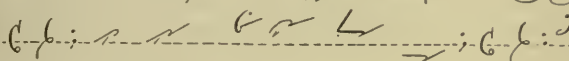


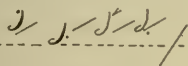
176b. 

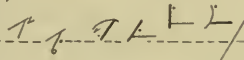


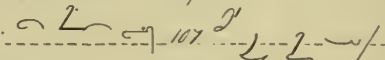
177b. 

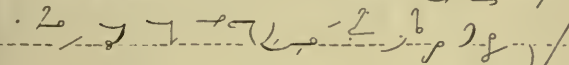






178b. 

178 Key. 



no vowel intervenes, between the *l* or *r* and the other consonant of the group.

179b. Clay, flay, fly, fry, pry, eager, eagle, apple, Bible, table, taper, deeply, deeper, evil, novel, fever, baker.

VOCALIZATION OF L AND R HOOK SIGNS.

180. A vowel, written beside an *l*- or *r*-hook sign, should not be read between the two consonants, but before or after both, as it is written before or after such sign.

180b. Apply, ply, apple, idle, idly, evil, through, either, acre, crow.

181. It is advantageous to use *l*- and *r*-hook signs, at times, even when there occurs between the consonants a clear, accented vowel; and in such cases the vowel may be written so as to be read between the consonants, by the following rules:

182. *Dot-vowels* are changed to minute circles, and written before the group sign if the vowel is long; after the group sign if the vowel is short.

182b. Near, mere, dear, cheer, chair, fell, tell, kneel, nail, knell.

183. *Dot-vowel circles* may be written either side of the group sign when Rule 182 cannot be conveniently applied.

183b. Pioneer, atmosphere, hemisphere.

184. *Vowel-dashes* are written through the group sign.

184b. Course, portray, fool, corroboration, corn, cornea, corner.

179b.

179 Key.

180b.

182b.

183b.

184b.

185b.

185. *Angles or semicircles* are written through the group signs ; or, if more convenient, for the first place, at the beginning ; for the third place, at the end.

185b. Require, quality, qualify, procure, cure, curious, curiosity.

ISS PREFIXED TO L HOOK SIGN.

186. *The Small circle, Iss, may be prefixed to an El-hook sign* by writing same within the hook. The circle is written in the form of a loop, for greater facility, the initial movement being approximately in the direction given to the stroke.

186b. Skill, scale, school, saddle, settle, sickle, civil, social.

CIRCLES PREFIXED TO R HOOK SIGN.

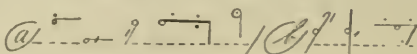
187. *Iss or Ses, written in place of an r-hook*, implies the *r*-hook in the following cases:—(a). When written to any straight line preceded by no stroke. (b). When written to any straight line preceded by a straight line in the same direction. (c). When written to Ker or Ger preceded by a stroke in the direction of Pee, Tee, or Way.

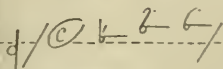
187b. (a). Seeker, score, supper, segregate, sister. (b). Prosper, destroy, execrable, disaster. (c). Tusker, brisker, whisker.

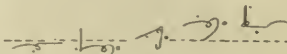
188. In all other cases, except where the hook may be omitted, as hereinafter shown, the Iss-circle is prefixed by writing it distinctly within the hook.

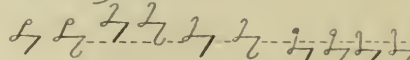
188b. Massacre, atmosphere, restrain, hemisphere, disclaim.

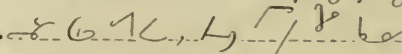
186b. 

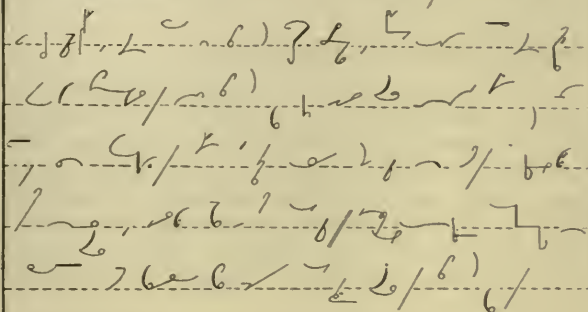
187b. 



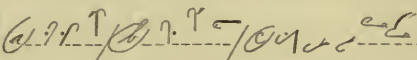
188b. 

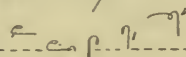
189b. 

189 Key. 



191b. 

192b. 

193b. 

189. *Omit r from scribe*, in words given below.

189b. Subscribe, subscription, prescribe, prescription, proscribe, proscription, superscribe, superscription, transcribe, transcription.

190. *Wordsigns and Contractions.*

LER AND REL HOOKS.

191. *The L- or R-Hook, on a straight line*, may be enlarged, to add to an *l*-hook the sound of *r*; to an *r*-hook the sound of *l*. The enlarged *l*-hook is called the *Ler* hook, and the enlarged *r*-hook is called the *Rel* hook, but named in connection with strokes, as follows:

191b. *Reler, Rerel, Pler, Prel, Tler, Trel, Kler, Krel, Gler, Grel.*

Vocalization of Ler and Rel Signs.

192. (a). A vowel is read before all the consonants indicated by a *Rel* or *Ler* hook sign, if written before the stroke. (b). If written after the stroke, it is read before the *r* or *l* added by the enlargement, and after the preceding consonants. (c). To be read between the stroke and the first consonant (*r* or *l*) following the stroke, it is governed by Rules 181-185, as though no large-hook sound followed.

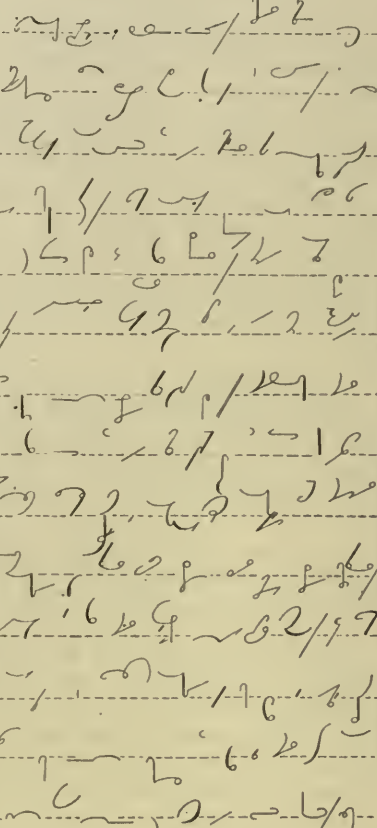
192b. (a). *April, abler, idler.* (b). *Trail, trial, grill.* (c). *Railroad, ruler, rural, ocular, jocular.*

193. *S preceding Ler and Rel Hook Signs.*—*S* may be prefixed to a *Ler* or *Rel* hook sign by writing a circle within the hook.

193b. *Scholar, secular, saddler, stroll, mistrial.*

194a. *Wordsigns and Contractions.*

193 Key.

193 Key. 

LENGTHENING STROKES.

195. Doubling the length of Ing adds *kr*, *gr*, *thr*, or *dhr*; and doubling the length of Emb-Emp adds *r*, or *dhr*.

195b. Anchor, anger, tinker, hunger, linger, longer, along there, hang there, handkerchief. Timber, temper, lumber, limber, slumber, umber, may be there.

196. Doubling the length of any other curve adds *tr*, *dr*, *thr*, or *dhr*.

196b. Letter, lay there, shutter, shall there, water, each other, which other, fetter, feeder, feather, have their, theater, the other, see their, see there, is there, was there, has there, in there, know their, may there, another, no other.

197. *Reading Lengthened Signs.* — Sounds added by lengthening a stroke should be read: (a). After a vowel following the stroke. (b). After the sound of a small final hook, if any. (c). Before any sound expressed by a final circle, loop, or large hook.

197b. (a). Later, fetter, motor, shutter, lighter. (b). Lender, winter, jointer, asunder, mender. (c). Lenders, winters, menders, fenders, rejoinders, alteration, alterations, alliteration, moderation, motorist.

198. From Rule 197 it follows that a vowel, following a consonant or consonants which may be denoted by lengthening: (a). Must be omitted. (b). Written before a following stroke; or (c). A consonant outline must be used, furnishing a stroke by which such vowel may be indicated.

198b. (a). Alteration, filtration, moderation, alliteration. (b). Excentric, concentric. (c). Angry, hungry, ultra.

199. *Position of Lengthened Strokes.*—Regard the first half as a distinct sign, and place this half in its proper position.

199b. Leader, letter, ladder, fitter, fetter, fatter, meter, may there, madder.

200. *Straight Strokes Lengthened.*—A straight stroke or curve, representing in whole or in part a word of frequent use, may be lengthened to add *their, there, they are, or other.* A heavy straight stroke, so lengthened, should begin heavy, and taper.

200b. Lay there, which they are, each other, by their, do their, down there, up there, go there, gone there, writer, rather, any other, another, no other, none other, come there.

201. *A Straight Stroke may be Lengthened* to add *tr, dr, thr, or dhr,* when the outline so formed is distinctive.

201b. Renter, render, painter, printer, typewriter, brander, bender, tender, counter, grantor, grounder, grinder, educator, operator, factor, victor.

202a. *Wordsigns and Contractions.*

HALVING TO ADD T OR D.

203. Any full length stroke may be made half length to add *t* or *d.*

203b. Names:—Let, Ret, Shet, Pet, Bet, Chet, Jet, Fet, Vet, Ket, Get, Met, Net, Set, Zet, Thet, Dhet.

204. *Em or En, made half-length, may be shaded* to indicate that *d* is added, or written light to indicate that *t* is added. No confusion results from the fact that these shaded half-lengths are the same, respectively, as half-length Emp and Ing.

199b.

200b.

201b.

202 Key.

In practice, where *t* or *d* follows *mp*, the widening is omitted, because the sound of *p* becomes indistinct; no occasion arises to half-length *mb*; and *d*, following *ng*, is indicated by a *d*-stroke.

204b. Met, Med, Net, Ned; tramped, pumped, prompt; imbued; tongued, hanged, winged.

Reading and Vocalization of Half-Lengths.

205. Read a shortened letter, with vowel or vowels beside it, and with hooks, if any, precisely as though it were a full length sign; then add the sound denoted by halving, and then the sound of any final circle or loop.

205b. Slant, slants, split, splits, beat, beats, spends, ancient, impatient, impassioned, late, latest, modest, kindest.

206. The rules of Challenge Shorthand, by which an *f*, *v*, or *n*, denoted by a hook, must be read before the sounds added by lengthening, as well as before the sound added by halving, thus provide logical forms for derivatives.

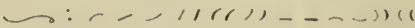
206b. Print, printer; plant, planter; lend, lender; join, joined, joinder; wind, winder; find, finder; vend, vendor; tend, tender; mend, mender.

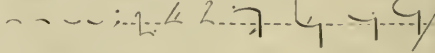
207. *When a vowel occurs after t or d:* (a). It must be omitted, if the *t* or *d* is expressed by halving, or (b). Written before a following stroke.

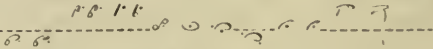
207b. (a). Anticipate, participate. (b). Frighten, catalog.

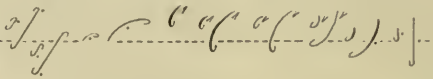
208. *When t or d precedes a final vowel*, it must be indicated by Tee or Dee.

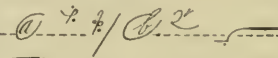
208b. Gidy, duty, shady, shadow, meadow, handy.

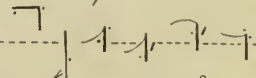
203b. 

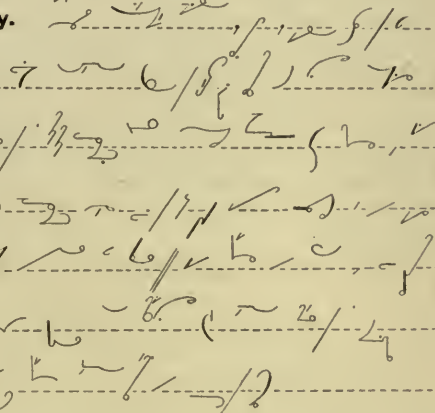
204b. 

205b. 

206b. 

207b. 

208b. 

208 Key. 

JOINING HALF-LENGTHS.

209. A shortened letter must not be joined to another stroke except when it would be easy (by reference to junction, width, length, curvature, or some other particular) to distinguish the joined signs from any other letter or letters.

209b. Midnight, sentiment, named, say that, lived, loved. Lattice, latticed, lifted, miffed, moved.

T OR D FINAL.

210. When *t* or *d* is final, in words of but two consonants, if the word is of one syllable, *t* should be denoted by halving, and *d* by the Dee stroke.

210b. Let, laid, load, get, guide, right, read, ride.

211. A few words in frequent use are written without regard to this rule.

211b. Deed, bead, paid, bed, God—and a few others, with which the *Key* exercises, and practice therein, will make the student familiar.

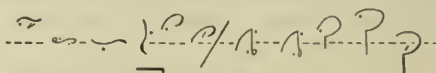
212. *When t or d is final*, in words of but two consonants, if the word is of two syllables the Tee or Dee stroke should be used.

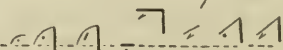
212b. Acquit, Emmett, Enid, quiet, acute, avid, allied, erode, allude.

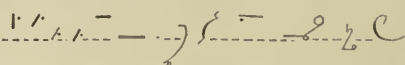
213a. *Wordsigns and Contractions.*

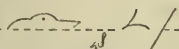
VOWEL TICKS JOINED.

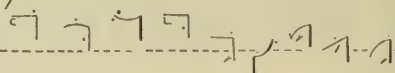
214. It will be noted that a vowel always occurs between initial *h* and a consonant following, except where *w* immediately follows *h*, as in *whim*, *whine*,

209b. 

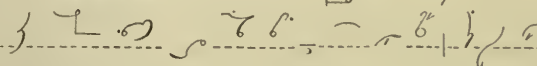
210b. 

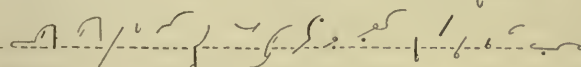
211b. 

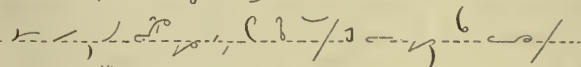


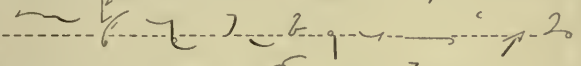
212b. 

212 Key. 

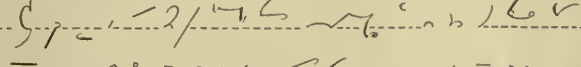


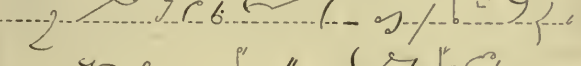


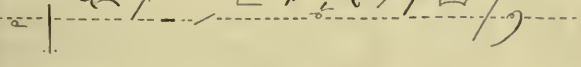












while. The tick used for *h* may be joined, occasionally, to indicate a vowel, whether *h* precedes the vowel or not.

214b. (a). Used as an *h*-tick—Horse, horror, horrid, inherit, hurt, heart, held, hold, harness, hurricane, heavy, harvest. (b). Used as a vowel-tick—Eel, ill, air, arrow, ore, ail, art, order, old, aim.

215. *For Initial a*, Toid or Koid may be used to differentiate two outlines otherwise alike.

215b. Head, ahead, part, apart, judge, adjudge, prize, apprise. Except in a few cases, familiarized by practice, Rule 165 applies.—Ply, apply, device, advice, devise, advise.

R PRECEDING M.

216. Way, without initial hook, is never joined to a following Em, because no word requires such outline, and the Way stroke, in such relation, denotes *r*, and is called Ray. Ray is only used when joined to a following Em. Ray takes no initial hook, though it may take an initial circle or tick, and may be half-lengthed. When half-length, it is shaded to denote *d*, and light to denote *t*.

216b. Rome, arm, harm, room, ceremony, sermon, remain, reimburse, remorse, rhyme, Hardeman, Hartman, redeem, redemption, forum. You will, however, write—frame, form, etc., because the *r*-hook may be used, and these are words of frequent use.

217. *Reason for Ray preceding Em*.—Ar might precede Em in such words as roam, arm, room, etc., but the Em could not be halved or doubled in such words as here follow:

217b. Remind, reminder, remained, remainder, remit, remote. Ar-Em would be inconvenient in these words:—Remove, remodel, remake, reimburse, etc.

ST AND STR BETWEEN STROKES.

218. In some cases advantageous outlines may be secured by the use of loops between strokes, and in such cases the outline must distinctly and unequivocally show the loop, and that it is not simply a circle taking the form of a loop between strokes.

218b. Administer, administrator, administratrix; district, district court; justice, justice court; abstract, abstractor.

219a. *Wordsigns and Contractions.*

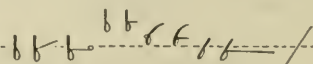
OMISSION OR BRIEF INDICATION OF WORDS.

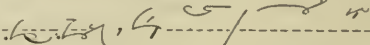
220. Rules governing the omission of *of* and *to* have been presented.

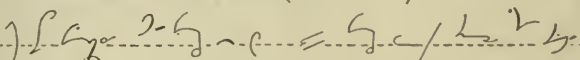
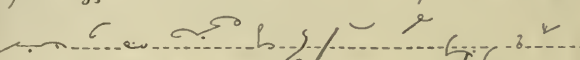
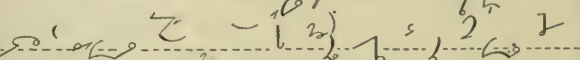
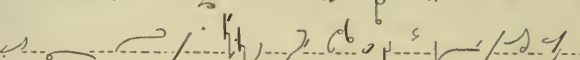
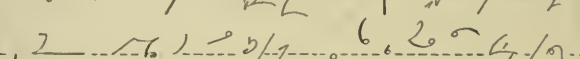
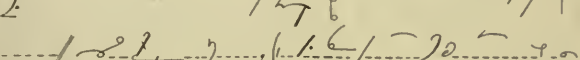
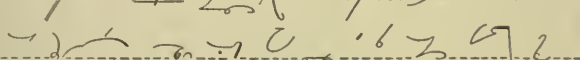
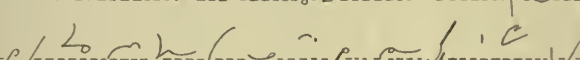
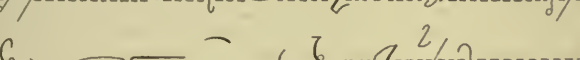
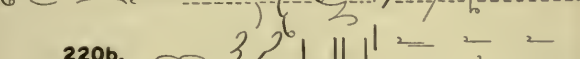
Generally, it is allowable to omit any word which must and may readily be supplied to complete the sense of a phrase, and remaining signs of the phrase may be abbreviated.

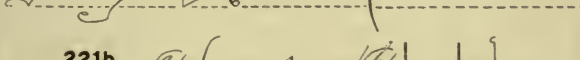
220b. More and more; over and over; over and above; from day to day; day after day; day by day; week by week; week after week; from week to week; more or less; sooner or later; on the contrary according to this; in relation to that; in regard to the other.

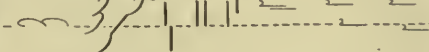
221. *Words Briefly Indicated.*—(a). *Been* may be denoted by an En-hook following *have* or *had*. (b). *Of* is sometimes expressed by an Ef-hook. (c). *All, will*, by an El-hook. (d). *Are, our*, by an Ar-hook. (e). *Own*, by an En-hook. (f). *Not* may be added to *but* and *or* by an En-hook. (g). *Than* may be added by an En-hook. (h). Occasionally *it, had, what, would*, may be added by halving. (i). To the signs above pro-

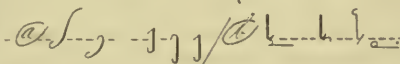
218b. 

219 Key. 



220b. 

221b. 

vided for *it had, it would*, etc., *not* is sometimes added by an En-hook.

221b. (a). We have been; you have been; I had been; you had been; he had been. (b). Day of the week; day of the year; weight of the sack; height of the season. (c). By all; at all; it will. (d). Which are; and are; and our; at our. (e). Our own; their own; her own. (f). But not; or not. (g). More than; lower than; higher than; better than. (h). It had; it would; had it; by what; they would; they had. (i). It had not; it would not; they had not; they would not.

222. The Tick for *a, an, and*, may be joined to a word in the fourth position, and read before the *to* implied by that position.

222b. And to put; and to doubt; and to do; and today; and to think; and to thank him.

OMISSION OF CONSONANTS.

223. Intricate rules may be dispensed with here, and all summed up in this.—Where careless pronunciation slurs or omits consonant sounds, yet does not pass the bounds of ready comprehension, it is safe to omit the signs of sounds so omitted, when such omission of signs would be advantageous, and when a suggestive outline would remain.

223b. Tem(p)t, cam(p)ed, consum(p)tion, mos(t)ly, domes(t)ic, des(t)itute, destru(c)tion, inte(ll)igible, inte(ll)igence, tra(n)sc(r)ibe, capab(le), su(r)prise, manu-sc(r)ipt, inves(t)igate, inves(t)i(ga)tion, demo(n)strate, demo(n)stration, remo(n)strate.

224. *Kay or Gay*, as used in the syllable *ex*, is very often omitted, yet it should be retained where conflicting outlines would otherwise result, and the light stroke may be used for *Gay*, as well as for *Kay*.

12 / C' f f / d c - - - / C r s 7 /
 P s / C - - - - - / C - - - - - /
 C i - - - - -

222b.

222 Key.

f 7 | s t z n f 7 ~ f o s h
 h s - - - - - / p - - - - - f z z 7 h
 L z i f z h a s f 7 /
 1 7 ~ s | 7 ~ s / ~ s s s
 ' 7 | z h s s | z s - - - - - / s
 ' s 1 z - - - - - z f / h s b
 7 / z h s s / 1 / 1 - - - - - / s

223b.

h - - - - - h - - - - - | f 7
 7 7 ~ z 7 h h h

224b. Explain, explanation, exasperate, exasperation, express, expression, expect, except, accept. Expose, suppose; expend, spend, exert, exile, exhaust, exhort. exhume.

225. *Con, com, accom, may be omitted.*—*Con, com*, as hereinbefore shown, may be indicated by a light dot at the beginning of a stroke. *Accom* may be indicated by a heavy dot in place of the *con* dot. *Con, com, accom*, may be omitted when the outline would remain distinctive; or where the outline may be written under or partly under the preceding word, thus implying the dot.

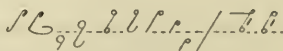
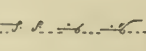
225b. Convict, conviction, confer, conference, confident, confidence, accomplice, accomplish. They command; he should confess; this committee; it was connected; they were accomplices; can you accommodate me? They may accomplish this.

OMISSION OF VOWELS.

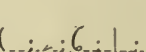
226. The stenographer at work is accustomed, generally, to omit vowels, depending on the distinctive character of the outlines, and position. Unusual words require vocalization; and words of the same outline, position, and part of speech—or the one least used—should be vocalized. A principle governing the choice of wordsigns and contracted outlines is, that it is safe to use the same outline, unvocalized, for a noun and verb; preposition and verb; preposition and noun; and, generally speaking, for words of different parts of speech.

226b. The farmer, carrying his hoe and a sheaf of hay, placed the hoe in the barn and the hay in the rack or manger. The time of corn hoeing is past, and the hoe is put away, with the hay rake. Lane and Ellen are brother and sister, Lane being the elder. The Elder, later on, wrote a letter to Luther.

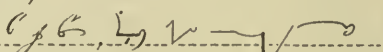
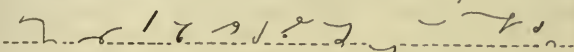
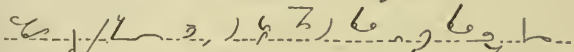
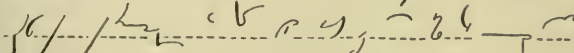
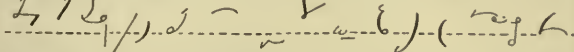
224b.

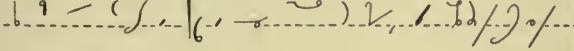



225b.

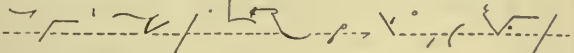
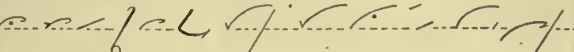



225 Key.



226b.

SPECIAL CONTRACTIONS.

227. In any particular line of work in which a stenographer may be engaged, certain words and phrases may be very often used, which would be unknown or unusual in other lines of work. For these the stenographer may devise suggestive, contracted forms; and the following, in 227b, are simply suggestive of methods of special contraction.

227b. Stoppage in transit; stoppage in transitu; bill of lading; bill of lading attached; Interstate Commerce Commission; Railroad Commission; Bureau of Animal Industry. New York Central Railway Co.; Lake Shore Railway; Southern Pacific Railway Co. Familiar firm and individual names may be treated in like manner—but this subject is too wide for exhaustive illustration.

228. *Phrases in general use* have set forms.

228b. Party of the first part. Party of the second part. Party of the third part. FOB. O. K. Dear Sir. My Dear Sir. My Dear Friend. Yours truly. Yours very truly. Yours respectfully. We are in receipt of yours.

H- OR VOWEL-TICK BEFORE SP OR ZB.

229. To provide brief and facile outlines the *h*-tick or vowel-tick may be joined before *sp* or *zb*.

229b. Hospital, hospitable, husband, husbandman, husband and wife, especial-ly, aspect, husbandry.

DISJOINED PARTS OF WORDS.

230. *Final t or d may be disjoined* when necessary.

230b. Treated, deeded, irritated.

231. In a few other cases, parts of words may

227b.

228b.

228 Key.

229b.

230b.

be disjoined, to preserve the outline of primitives, or to secure brief outlines.

231b. Vine, vineyard. Modify, modification, modified, modifier. Strata, stratify, stratification, judicious, judiciously.

PREFIXES.

232. *Accom.*—A heavy dot, placed at the beginning of a word, signifies *accom*. See Rule 225.

232b. Accommodate, accommodation, accomplish, accomplice.

233. *Circum.*—Indicated by Iss, written beside the first stroke of the remainder of the word, or joined, or omitted from a wordsign and its derivatives.

233b. Circumscribe, circumference, circumstance.

234. *Con, com.*—Indicated by a light dot placed at the commencement of a word. See Rules 106-7-8.

234b. Confer, commit, committee, concoct, conjecture.

235. *Contra, contri, contro, counter.*—Expressed by Kenter (with the hook omitted if more convenient) joined to the remainder of the word.

235b. Counteract, contractor, contribute, contributor, contribution, countersign, countersink, countermand, contradistinguished. Wordsigns: Contradict, contract.

236. *Decom, discom, discon.*—Expressed by Dee, written near the remainder of the word.

236b. Decompose, discomfort, disconnect, disconsolate, discontinue.

237. *For-e.*—Expressed by Fer joined to the remainder of the word.

237b. Foreknowledge, forward, foreordained, foreman, foregoing, forsooth, foreseen, foresee.

231b.

231 Key.

232b.

233b.

234b.

235b.

236b.

238. *Incom, incon*.—Expressed by En, written above the ruled line and near, or partly over, the remainder of the word.

238b. Inconstant, incomplete, incomparable, incongruous.

239. *Inter, intro*.—Expressed by Net, written in any position before the remainder of the word, or joined.

239b. Intersperse, intermix, intermingle, interminable, interchange, introduce, interline, interlude, interlock.

240. *Irrecon*.—Expressed by vowel-tick-Ray, written in the first position near the remainder of the word.

240b. Irreconcilable.

241. *Magna, magni*.—Expressed by Em, written over, or partly over, the remainder of the word.

241b. Magnanimous, magnify, magnitude.

242. *Miscon, miscom*.—Expressed by Ems, written above the remainder of the word.

242b. Miscompute, misconception. *Conduct, construe*, written without the dot, retain their respective outlines in *misconduct, misconstrue*.

243. *Noncon, noncom*.—Expressed by Nen, written over the first stroke of the remainder of the word.

243b. Noncontent, noncommittal, noncompressible. Conductor, nonconductor.

244. *Recon, recom, recog*.—Expressed by Ray, written near the remainder of the word.

244b. Reconcile, recommend, reconvey, recognize.

245. *Uncon, uncom*.—Expressed by En, written on the line near the remainder of the word.

237b. *2 2 2 2 2 2 2 2*

238b. *2 2 2 2 2*

239b. *2 2 2 2 2 2 2*

2 2 2

240b. *2 2*

240 Key.

2 2 2 2 2 2 2 2

2 2 2 2 2 2 2 2

2 2 2 2 2 2 2 2

2 2 2 2 2 2 2 2

241b.

2 2 2

242b.

2 2 2 2 2 2 2

2 2

243b.

2 2 2 2 2 2

244b.

2 2 2 2

245b. Unconvinced, unconvicted. Contradict, uncontradicted.

246.—*Unrecon, unrecom, unrecog.*—Expressed by Ner, written partly over the remainder of the word.

246b. Unreconciled, unrecompensed, unrecognized.

247. *Compound Prefixes.*—When any one of the prefixes given above is preceded by a syllable, as *in, un, dis*, such syllable may be expressed by the proper sign joined to, or written near the prefix.

247b. Uncircumscribed, undecomposed, unforeseen, disencumbered, disinterested. Uncounterminded, uncountersigned, uncontradicted.

248. *License in the Use of Prefix-Signs.*—One or more initial syllables, resembling a prefix given in the preceding list, may be represented by the sign of such prefix, where advantageous.

248b. Entertain, incumbent, recumbent, magnet, magnetism, magnesia.

249. *Com and Con Consonants Fully Written.*—Rules 106-7-8 authorize the use of a light dot for *com* or *con*, and the omission of the dot in certain cases. Where there may be full consonant indication of these prefixes, *com* and *con*, without material disadvantage, such full indication is preferable. 249 Key presents this matter at greater length.

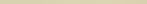
SUFFIXES.

250. *Ble, bly.*—Expressed by Bee joined, when Bel cannot be conveniently employed.

250b. Sensible-ly, profitable-ly, reasonable-ly, seasonable-ly.

251. *Bleness, fulness.*—Expressed by a small

245b.

245b. 

246b.

246b. *cy cy*

247b.

247b. $\frac{7}{1} \quad 2 \quad 4_1 \quad 4_1$

248b.

248b. $\int \frac{1}{x} dx = \ln x + C$

248 Key.

248 Key.

$\frac{1}{\sqrt{\epsilon_0}} \left(\frac{1}{r} - \frac{1}{L} \right) = \frac{1}{\sqrt{\epsilon_0}} \left(\frac{1}{r} - \frac{1}{L} \right)$

2. $g_j \gamma_j \sim \gamma_j$ - γ_j - γ_j

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.

— 2) 1) 2) 3) 4) 5) 6) 7) 8) 9) 10) —

Handwritten musical notation on a five-line staff, featuring various notes and rests.

267/2 

77-2 6.2 5/5

6/10

circle written at the end of the preceding part of the word.

251b. Serviceableness, doubtfulness, carefulness.

252. *Fore*.—Expressed by Ef-Ar joined to the preceding part of the word.

252b. Wherefore, heretofore, theretofore. *Therefore* is in the list of contractions.

253. *Ing, ingly, ings, ing thr*.—See Rules 109, 110, 111.

254. *Lesness*.—Expressed by a large circle, written at the end of the preceding part of the word.

254b. Carelessness, worthlessness, uselessness.

255. *Lty, rty*.—Expressed by disjoined Tee when, by contraction, the *l* or *r* is not represented, preceding the *ty*.

255b. Similarity, familiarity, popularity, specialty.

256. *Lty, rty*.—Expressed by halving the *l* or *r* sign when the *l* or *r* is represented in the primary word, or when it may be supplied.

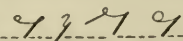
256b. Unstable, instability; formal, formality; local, locality; facile, facility; imbecile, imbecility; desirable, desirability; futile, futility; regular, regularity. These syllables, when not true suffixes, should be written in full, thus: parity, disparity, faculty, hilarity.

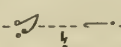
257. *Self*.—Usually expressed by a joined Iss; *selves* by a joined Ses.

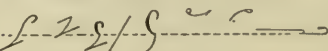
257b. Myself, himself, ourselves, themselves; but *self*, following *your*, must be expressed by Iss-l joined; and *selves* by Iss-l-Iss, thus: your, yourself, yourselves.

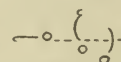
258. *Soever*.—Expressed by Iss-v.

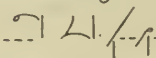
258b. Whatsoever, wheresoever, whosoever, whomsoever, whensoever, whencesoever, whithersoever, howsoever.

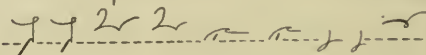
250b. 

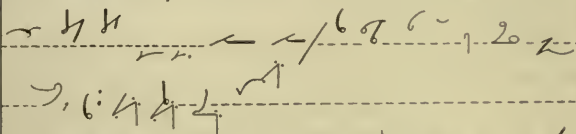
251b. 

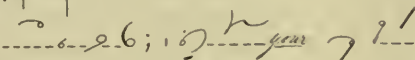
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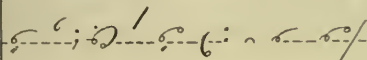
254b. 

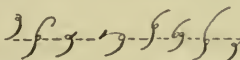
255b. 

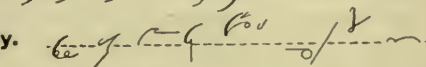
256b. 

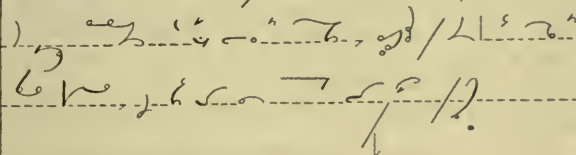


257b. 



258b. 

258 Key. 



TICK-LENGTH CONSONANTS.

259. Better junctions, facility, and speed, are obtained in certain cases by substituting, for one of two joined strokes, a tick-length, changing the direction, or curve, or both, from the direction or curve, or both, of the longer sign.

260. *For l, before Kay, Gay, Em, Emp, write Foid.*

260b. Elk, Algonac, Elkhart, eloquent, election, elocution, elegant, electric, electrical, electricity, elementary, alembic.

261. *Foid for l is used* where *l* follows an initial vowel, as in 260b. Where *l* is initial, or *h* is initial, *El* is used.

261b. Look, like, alike, lack, lug, lamp, lamb, hulk, limb, helm, alum, elm.

262. *For l after En, Enter, or after a circle or hook when most convenient, write Foid.*

262b. Inly, sinless, entirely, suddenly, final-ly, evenly, sufficiently, pencil, densely, briefly. Use *El* when more convenient, or following a half-length *En*:—kindly, keenly, manly, emotional-ly, mental, mentally, impatiently, naturally, accidental-ly, swindle.

263. *For sh, after Ar, En, Ing, Kay, Gay, or a hook when most convenient, write Woid.*

Note.—Word-outlines, hereafter used, may show omission of consonant or consonants, under Rule 223, without special attention being called to said rule in each case.

263b. Rush, rash, gnash, English, cash, gush, gash, anxious, vanish, varnish, finish.

Note the addition of small circle or hook:—Cautious, caution.

Write derivatives, when more convenient, thus: Rash,

260b.

261b.

262b.

263b.

263 Key.

rasher; cash, cashier; gush, gusher; judicious, judicial, judiciously.

Also distinguish between words requiring Woid in the primitive, and words not subject to that rule, but taking the Shon-hook, thus: Caution, auction; communication, negation, negotiation, negotiate; rash, rashly, ration, rational-ly.

264. *For sh, after Em, Emp, Emper, write Loid.*

264b. Mich., mush, mash, impish, impartial.

265. *For p or b, after Tee or Dee, write Roid.*

265b. Type, depot, dip, deposit, drop, trip, trap, tub, tap; but write derivatives, when Roid may not be used, thus: Type, typer, typewriter; drop, dropper; trap, trapper. It is best to write the stroke in unusual words;—daub, dab, tibia.

266. *For t or d, after Pee or Bee, write Roid.*

266b. One tick-length may be joined to another, when convenient, thus: petition, partition. Where earlier rules of vocalization require two strokes—Pee or Bee joined to a following or preceding Tee or Dee—such earlier rules should be followed, thus: piety, pity, poet, pattie, pied, abide, abode, tibia, tabby, Toby.

267. *For ch or j, write Loid after Pee, Bee, Es, Zee; or after a hook, unless Chay or Jay may be more easily joined.*

267b. Pitch, patch, beach, breach, preach, bridge, brooch, Bridgeport, sewage, usage; derivatives: pitcher, preacher, beacher, poach, poacher—and words in analogy—Beecher, Bridger, badger. The following outlines distinguish between *ch* and *j*, using the tick for *ch* and the stroke for *j*, thus: orange, wrench, range, ranch, rancher, ranger.

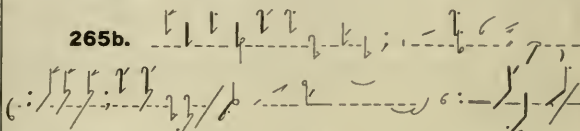
268. *For m, after Ens, Ents, Enter, Shay, Shays, or before Iss-Chay, Iss-Jay, write Yeh.*

268b. Handsome, winsome, sanitarium, sanitorium,

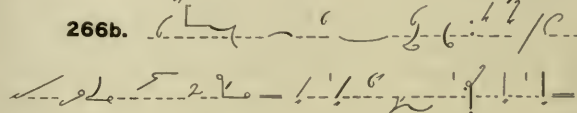
264b.



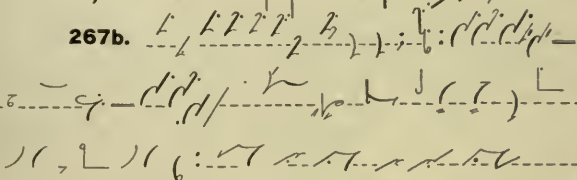
265b.



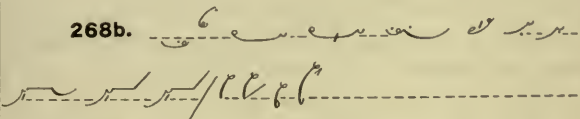
266b.



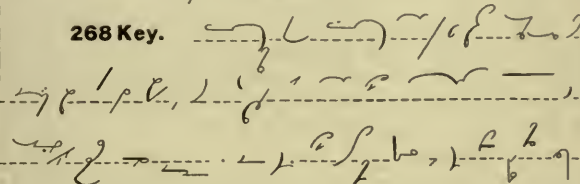
267b.



268b.



268 Key.



Entzminger, socialism, shame, sham, shoemaking, shoemaker, Schumacher. Message, messenger, Massachusetts, misjoinder.

269. *For n, after Ems, Emps, Mets, Meds, Emter, Lays*, write Yuh.

269b. Mason, masonry, Masonic, Madison, Matson, medicine, Thompson, Adamson, modern, listen, lessen, loosen, listener.

270. *N, for such prefix syllables as in, en, un*, may be expressed by a curved tick-length: (1) At the beginning of any of the straight line Iss-r-hook signs; (2). At the beginning of any other stroke, where use of the En stroke would cause a difficult junction.

270b. (1). Unconsidered, inconsiderate, insecure, unscrew, inspire, inconsiderable. (2). Insulate, insulation, insult, insoluble, unseemly, enslave, uncivil, incivility; unload, unlimited, unmitigated, unsettle, unsaddle, unladylike, untold, undelivered.

271. *For th, dh, after Pee, Bee, Ef, Vee*, write Wuh.

271b. Path, bath, both, bathe, faith, saveth.

272. *For st write Shoid* when *st* may not be more conveniently expressed otherwise.

272b. Opinionist, factionist, protectionist.

273. *Halving Final Tick Outlines*.—When any final consonant tick is used, halving the stroke to which it is joined adds *t* or *d*, to be read after the tick, whether the tick be joined directly to the stroke or to a hook or other tick thereon.

273b. Rushed, gashed, cashed, cautioned, finished, petitioned, partitioned, typed, dropped, trapped, pitched, patched, preached, bridged, bathed, shamed, shammed.

269b.

270b.

271b.

272b.

273b.

273 Key.

274. *T* or *d* added after a circle and tick must be by stroke, joined if convenient, or disjoined if necessary.

274b. Pencilled, loosened, lessened.

275. *In writing proper names*, unfamiliar, the writer must make them sure before trusting shorthand outlines of such names; but the names of correspondents, and geographical names, familiar to the business writer, and the names of parties to and witnesses in court cases, when once verified, may be written in shorthand, and tick-lengths may be used to great advantage, in such cases.

275b. Algonac, Elkhart, Alexander, Elmira, Almira, Alhambra, Boyett, Bowden, Dobbins, Madison, Matson, Thompson, Bridgeport, Osage.

276. *General Rule for the Use of Tick Lengths.*—A tick-length consonant is used wherever facile movement is materially promoted thereby. It may be joined after a circle, hook, or other tick; and may take a circle or hook. It may be joined between strokes.

276b. Penal, penalty, punish-ment, pencilled, penciling, petition, Englishman, devotional, divisional, council, counsel, conceal, cancel, although, deposit, deposition, depend, depended.

277a. *Wordsigns.*

NUMBERS.

278b. Write figures as in longhand, when two or more occur together, thus: 13, 15, 17; 15 days; 18 months.

279b. Indicate dollars and cents thus: \$25; \$36.42; \$1.50; \$125.30.

280b. Fractions as in longhand, thus: 39 $\frac{1}{4}$; 3 $\frac{1}{2}$; 139.9; 1.5 feet; 1 $\frac{3}{4}$ miles.

274b.

275b.

276b.

276 Key.

281b. Safe and facile outlines may be used for the following fractions: $\frac{2}{3}$, $\frac{1}{2}$, $\frac{1}{4}$, $\frac{3}{4}$, $\frac{1}{5}$, $\frac{2}{5}$, $\frac{3}{5}$, $\frac{4}{5}$. One quarter; three quarters.

282b. Single figures are usually indicated by shorthand characters, thus: one day, two weeks, three months, four years, five miles, six barrels, seven bushels. Use figures to write these: eight hours, eight days, eight dollars, nine miles, nine days, nine dollars—eight anything or nine anything. Ten, eleven, twelve may be written in shorthand. Ten dollars, ten days, ten months, eleven days, eleven dollars, eleven years, twelve days, twelve dollars, twelve years, twelve months.

283b. Two numbers of one figure each, with *or* between, are written thus: one or two, two or three, three or four, four or five, five or six, six or seven, six or eight, seven or eight, eight or nine, nine or ten, eight or ten.

284b. For numbers of more than one figure each, with *or* between, this is the rule:

(a). A rising stroke, like Ar-Ar, joined to a single figure preceding it, indicates that a cypher follows that figure, followed by *or*, then followed by the next higher figure and a cypher, thus: 20 or 30, 30 or 40, 40 or 50, 50 or 60, 60 or 70, 70 or 80, 80 or 90; and you may write 90 or 100 in analogy therewith.

(b). If the rising stroke is joined to the last of two or more figures, the value of the first number is unchanged, and the stroke indicates *or* and the next higher number ending with a cypher, thus: 15 or 20, 28 or 30, 45 or 50, 99 or 100, 125 or 130.

(c). A figure joined to the end of the rising stroke indicates a number ending with that figure, next higher than the number first written, thus: 12 or 13, 13 or 14, 18 or 19, 35 or 36, 175 or 176.

(d). The rising stroke, initial, may be regarded as denoting the number 10 preceding it, thus: 10 or 12, 10 or 15.

(e). *Eleven*, initial or final, may be treated thus: 11 or 12, 10 or 11.

285b. In writing large numbers, the confusing use of cyphers may be avoided by shorthand methods here shown, thus: 1,028,001.03, 10,096, 1,002, \$2,002,002.02, 97.0003, \$10,000.02.

278b. $\frac{1}{2} - \frac{1}{2} = 0$

DICTATED CHANGES.

286b. A stenographer, taking dictation, may be called upon to read the notes taken, and to strike out or insert matter; and this may occur before the matter in hand is completed, or after it is closed, and after pages of notes have been written upon other matters.

Never attempt to interline notes unless you know there will be very little to insert; but carefully pursue the following method:

Strike out matter as directed, by a line through it.

Mark the place of insertion, using numbers consecutively, enclosed in circle, with a caret pointing accurately to the place, and, where your notes have ended, whether on the same page or pages beyond, write the same number plainly in the left margin, on the first blank line, and, following that number, write the matter to be inserted. Proceed in the same manner with each insertion. It may happen that, upon a re-reading, matter must be inserted before other insertions already numbered, or inserted within one of the insertions before dictated. Your marked footnotes will be in regular order, and if, in transcribing, you come upon insertions 5 and 6, before, or intermingled with 1, 2, 3, and 4, put the matter in your transcript as you find it, and your transcript will be correct.

INITIALS.

287. Initials may be indicated by shorthand equivalents, but this method should be very thoroughly familiarized before putting trust in it.

287b. A., B., C., D., E., F., G., H., I., J., K., L., M., N., O., P., Q., R., S., T., U., V., W., X., Y., Z., &c.

285b.

286b.

287b.

· / · | · / _ \ ' / - - - - / ' -
 <) | a . j . c - m . d . j . d |

288Key.

| | |
|---------|-------------------------------|
| | <i>Jerome Smith</i> |
| 6 5 2 | b / j - c 5 10 (5) b |
| 7 7) | 3 - u c c b - / r n h v |
| 2 - 1 | n -) , (/ 3 , v ' n T j - m |
| | c - v - v - j - 5 |
| 2 - 1 | v - c / j n L b 2 m r |
| | c L 2 r / 5 e) - - - - 6 / |
| | L j - |
| 2 ~ 4 | j ' L j j - - |
| 8 6 | |
| 9 6 | 5 6 ~ |
| 6 2 3 2 | b L d - v / c s b d |
| | 5 2 6 d ' - |
| 1 - | j / c v - L L - j j j (- |
| | ~ v - L - ' ~ 2 j |

CHALLENGE SHORTHAND DICTATION KEY

This work is especially designed for loose-leaf teaching.

Key figures, immediately following the announcement of a lesson and its number, indicate the last paragraph of the Manual included in that lesson; e. g., LESSON I. 22 Key; LESSON II. 25a.

Figures, on a LESSON line of the Index, indicate to the teacher the last page of Manual and Key, respectively, to be delivered to the student as necessary for the study of that lesson; e. g., LESSON I. 9 and 118.

LESSON I. 22 Key

Carefully read paragraphs 1-16 of the Manual.

Study and practice par. 17-22, in accordance with General Instructions, 1-7.

The typed equivalent of Key shorthand may be delivered, in whole or in part, after the student shall have read and practiced the shorthand, and passed to the next lesson.

After becoming thoroughly familiar with the shorthand strokes, vowels and wordsigns, the student should repeatedly write the Key shorthand exercise, omitting all vowels except those aiding in the designation of nouns.

There should be extended dictation work in connection with each lesson, with omission of vowels as above directed; and practice in reading such work should be continued until the student has the

ability to read, readily, the notes so written from dictation.

22 Key. Lesson 1

Proper names used in 22 Key: Oro, Urr, Rowe, Shay, El, Lowe.

A stenographer is forever doomed to spell a proper name according to best judgment, until correction or verification may be obtained. Even so with *Smith, Smyth, Smythe*.

At this stage, such words and phrases as *Dear Sir, Gentlemen, Yours truly, Yours respectfully*, etc., cannot be indicated by shorthand characters. Usually a person, dictating correspondence, omits these, and the stenographer supplies them in the transcript. The student may follow this course until shorthand indication of such words and phrases may be made, in the course of these lessons.

Note and follow shorthand punctuation.

El Lowe,

Oro.

Dear Sir:—

Urr and Rowe are two who will row, and Shay will too, and he will lay an oar, and show Ray. Urr and Ray should row to Oro. Shay shall row El, and El should row too. Should Ray err, Shay will show him, and he should row. *show*

Messrs. Lowe & Shay,

Oro.

Gentlemen:—

Ray and Urr are two who will show El and Rowe, and will row. Should El row, he will row Urr and Lowe. He should row, but Lowe should too. Ray will show Urr an oar, and he and Lowe

will row. He will row El and Ray. Who will row to Oro?

Messrs. Ray & Rowe.

Oro.

Dear Sirs:—

Shall Shay and Lowe row El, Ray and Urr? Shay should row, but Lowe shall row. Ell Ray will show Lowe an oar. Shall Urr and Rowe row?

LESSON II. 25a

No Key shorthand is presented with this lesson.

After becoming thoroughly familiar with the illustrative shorthand and the wordsigns, the student should devise and practice sentences, equivalent in amount to a half-page of the engraved shorthand, approximately. Use only the words for which the shorthand has been given in this and the preceding lesson. Freely use and modify the sentences contained in 22 Key.

LESSON III. 29 Key

In 29 Key, note the word *change*, *ch-n-j*, Chay-En-Jay. The *n* has not yet been reached in due course, but you may learn and use it here.

When Key shorthand occupies less than a half-page, as is the case with 29 Key, the student should devise sentences, sufficient to fill a half-page in connection with the Key shorthand, and should use only the words for which shorthand is given in current and preceding lessons.

Under the direction given the teacher in the index, if the typed equivalent of Key shorthand is in the hands of

the student when first examining the Key shorthand, the typed equivalent may be referred to in deciphering the shorthand. If the delivery of the typed equivalent should be postponed until time of delivery of the next lesson, or any future lesson, such typed matter should then be compared with the student's longhand transcript of the Key shorthand, and corrected, if necessary; and this exercise should be considered in the nature of a review.

The names of States and principal cities, where used in the Key shorthand, are usually unvocalized, and often contracted. In such cases the longhand equivalent of the shorthand outline may suggest the full word; e.g.: Vg, Virginia; Pslv, Pennsylvania; Wsh, Washington; Lbm, Alabama; Wsv, West Virginia; Dkt, Dakota.

29 Key. Lesson 3

Messrs. Jeff & Job Rail,
Lore, Va.

Gentlemen:—

Urr and Lowe will lay up, for a change, and Joe will row and luff. He will wave a loaf, which he will have for Jep. He will love to lope to a ledge. Bobo and Beppo roar for a lull, and for a shoal. Have Pope and Jep show Joe and Poe a way to lay a row. Weigh a loaf for Ray, and fetch up a bay lobo for Job.

LESSON IV. 35 Key

From this place to the end of this work, there will be little more than the announcement of lessons and where found, with the equivalents of Key shorthand interspersed, so that at times the typed Key matter will be in the hands of the student at the time of the lesson study, and at other times not. Follow closely the directions given in connection with Lessons 1, 2, and 3.

35 *Key. Lesson 4*

Mr. Jerre Leach,
Ware, Va.

Dear Sir:—

The way to reach all who have fear of aught already here, should be to show each the shop will have the job on the way for all who ever pay. Who will be here to show the job?

LESSON V. 41 Key

· 41 *Key. Lesson 5*

Mr. Joseph Jefferson,
Salesville, Pa.

Sir:—

If the lessors of Willie's shops should have the wish to repay him for his losses, he will ship the reapers. All are up on the shoal bay. The base of the Russell reaper shows wear. The shop should be lower for the reapers.

Messrs. Weaver, Sales & Lodge,
Shipley, Wash.

Gentlemen:—

The jobbers are here, and will leave on the ship *Lope*, to follow the way of the jobbers of Salesville. Rosser will be here, and wishes to hear of a job for Ledger. He may reach Pennsylvania on his way to Virginia. He is rich, and will be richer,

if he follows the way he should. Belo fears to leave his ships, and will be on the way to Avery's, and Jerry will leave here.

LESSON VI. 46 Key

46 Key. *Lesson 6*

Mr. J. K. Risley,
Paul's Valley, Wash.

Sir:—

Leslie is sorry for his fierce boasts, and he fears to leave here, as Russell fiercely follows him. The foresters here wish to raise the surface of the forests, which are waste. Eph Beasley supposes the posts are here, and will be on the way to Jester's. The way Joseph shows up Rochester's folly should be a solace to all who have a wish for peace. Bishop is restless, and listlessly fetches his ulsters up here for sale.

LESSON VII. 50 Key

50 Key. *Lesson 7*

Mr. Adna Jackson,
Paris, Ala.

Dear Sir:—

The best possible shoeing smithing may be had at the Johnson shop; so they say.

LESSON VIII. 59b

57 *Key. Lesson 8*

Noisy boys rejoice loudly, but quieter ways are best.

LESSON IX. 67 Key

67 *Key. Lesson 9*

Messrs. Barrett & Lesser,
Seattle, Wash.

Sirs:—

Philo Masters is at home today. He and Jeffers, of Vicksburg, had a long talk on the subject of fixing up the posts and wires on the Gossett range. He will raise the money, and have it ready in time for the autumn business. He will see to it soon.

LESSON X. 69 Key

69 *Key. Lesson 10*

Mr. Ed Johnson,
Albany.

Sir:—

If the caps come in time, they may be of use to James.

LESSON XI. 79 Key

75 *Key. Lesson 11*

Month, m-th, Em-Ith, a contraction, presented later in the complete list.

Messrs. Fox, Duke & Bales,
Forney, W. Va.

Gentlemen:—

It may be necessary to ship, by first steamer, a load of poles to Pike's Peak next month. Say to Basil Beasley, at Pike's Peak, in our dealings on the range, for the coming season, a new variety of pest is showing up, vastly to our damage, and it may be necessary to dissolve our company. This is fiercely opposed by some who are on the inside of the game, and our camp may move soon. They are roping our steers and cows, and giving us no notice. If these fellows follow up this business, it may be best to talk to Dixon, who visits Pike's Peak soon.

79 Key. Lesson 11

Messrs. Spencer & Bissell,
Navasota.

Dear Sirs:—

*News reaches us by wire, today, showing us facts of far-reaching importance. It seems the best forage in Lower Canada comes by the way of Rochester, the bills for which are much reduced. On the face, the forage bills of West & Post show they, by poorly managing, lost all the advantages of which they boast. If this continues, it will be necessary to go south for our best service.

LESSON XII. 85

84 Key. *Lesson 12*

Messrs. Rogers & Denis,
Vicksburg, Pa.

Sirs:—

A deal of the utmost importance will be discussed at our coming Tuesday talk, and it is our desire to see all today, to talk on this subject.

The full List of Wordsigns and Contractions, found at the close of this Key, should now be delivered to the student.

When an outline is found in the Key shorthand, which is not the full consonant representation of a word, or not in the position prescribed by general rules, the student should refer to the Complete List, and find and mark such word, and memorize it. Names of cities may not be included in the complete list; and attention will be called to other special contractions, when used.

About 150 words, contained in the Complete List, and not yet presented, are used in the remaining exercises of this work. The full list may be learned after completion of the student's course, and even after entering shorthand employment. It should then be thoroughly mastered, if the student is ambitious to achieve the best results.

While engaged in deciphering Key shorthand, without the typed equivalent, the student may write longhand letters for shorthand outlines, if the words are not suggested by the outlines and context.

LESSON XIII. 92 Key

92 Key. *Lesson 13*

Mr. Joel Farley,
Giles, Dakota.

Sir:—

I am going to the city on Tuesday next, and

may be ready to fix up the affairs of which I spoke today. Say to Taylor, if he will go and see the party who owns the team, and if the team is in shape for ready use, he may make the deal and pay the money to Messrs. Johnson & Capers. The best possible should be expected, and the team must be all he specifies, because no delay in the teaming must be allowed. If the oxen should be poor, no deal will be possible.

Mr. Jonas Byers,
126 Sloop Ave.,
Chicago, Ill.

Dear Sir:—

The first thing to do next month will be to see the party who owns the Fifth Avenue lots, and give him our best possible deal for same. The money will be ready at any time he may wish to fix up the deal.

For the past month or two I had supposed Berry and Moore to be ready to go into this affair, but it seems they desire to stay out, as they may be in some steer shipping business, and may have to arrange for a large sum of money, to move a ship-load at a time.

I suppose the business Bailey spoke of last Tuesday, at Salesville, will be ready for him to decide, if I reach Alabama in time to see him.

Give my best wishes to Dill and Joseph.

LESSON XIV. 99 Key

97 Key. Lesson 14

He is going, and he should be on his way soon.

99 Key. *Lesson 14*

Messrs. Matthews, Smith & Cody,
Dallas.

Gentlemen:—

Business is so quiet here this season, it is impossible to say how long these slack times may go on. Foley says there are many folks, west and south of his home, who should be busy, and who may be ready to leave home for any possible advantage. It does seem feasible to move these to busier scenes, in which they may achieve success. Some improvements are going up here, but James says there are so many to do the work, it is impossible to engage them all.

LESSON XV. 105 Key

105 Key. *Lesson 15*

Mr. Jonas Bessemer,
Havana, Cuba.

Dear Sir:—

Lamar, it is to be supposed, will be an important city. I expect to make myself at ease, if business continues to improve as it has in the past months. Parsons may be here soon, if his folks have no object in seeking to keep his business at home.

LESSON XVI. 111 Key

111 Key. Lesson 16

Messrs. Ring & King,
Bingham, Neb.

Gentlemen:—

I am seeing the working of a new discing apparatus, the design of which is amusingly confusing to me. It may be I am too slow to gather the idea the party designing it seeks to embody, but, study it as best I may, it eludes my capacity to solve its peculiar make-up.

If I see James next month, I will take him to the farm and show him our new tools.

LESSON XVII. 115 Key

115 Key. Lesson 17

Messrs. Bagley & Majors,
Roscoe, N. M.

Sirs:—

The days of the month are passing, and May will soon be here, and the services of a boy should be had, and he should be set at work fixing the fences. The repairing of the posts, and the stopping of a gap or two, may save us days of work in the summer time. Look to the age of the boy, and his size, and the pace he sets at work, and have the best.

LESSON XVIII. 117 Key

117 Key. Lesson 18

Messrs. Palmer, Lomax & Smith,
Rogers, Arizona.

Sirs:—

By law, no roadmaster may be forced to serve on a jury. It may be necessary for him to see the judge, or the judge may have knowledge of the roadmaster's work, and, if so, may excuse him, making it unnecessary for the roadmaster, Chase, to go to see him; but it may be best for Chase to go to the city and see the judge, and, should he do so, he should have no fear of being forced to serve.

Mr. Jonas Ballister,
Sussex, Pa.

Dear Sir:—

Berry was here today, and he says he will go to see the Jester farm, by Tuesday next. He may be averse to taking up the two pieces this summer, but I expect him to fix up the west side and fence it off, so our stock may be safe on the Pearson farm.

Atchley Fellows is ready to go to work and till the Fox pasture, sowing it to oats, and he should be at work by the time the fences are in fair shape.

LESSON XIX. 126 Key

126 Key. Lesson 19

Messrs. Tice & Dicey,
De Leon, Texas.

Gentlemen:—

Our stores are now ready for the new summer business. It is to be hoped the last season's business may be in shape so the adjuster, who may assist us, will have an easy time in pursuing the task of adjusting our affairs.

LESSON XX. 131 Key

131 Key. Lesson 20

Messrs. Holly, Hill & Hawes,
Lehigh, Pa.

Gentlemen:—

The harness came by steamship *Hidalgo*, and is highly satisfactory. Hemphill, and Horace Lahey, most hurriedly left us. They hotly deny Haley's story as to the Higley farm.

I am now heavily buying haystacks to ship to the war, and it seems impossible to take time to discuss lesser hobbies. Several heavy horses are now ready to ship. I expect to see them off by the first of next month, possibly. Hides and hoofs are sought for, and I may be forced to see Hazel

and Hoyne for the purpose of arranging a basis on which I may do business successfully, in case I may wish to engage in the buying and selling of these things.

LESSON XXI. 140 Key

140 Key. Lesson 21

Wiley Weaver, Esq.,
Weirbury, Wash.

Sir:—

We have just seen the new swivel. We are satisfied its wearing capacity will be lasting.

LESSON XXII. 144 Key

144 Key. Lesson 22

Messrs. York & Weeks,
Yarbro, N. Y.

Gentlemen:—

What are the chances for us to see and talk with the young folks of your city, next week, on the subject on which we had our talks last week?

Will you see the Baxter boys, and ask them if you may expect them to be ready to help? Have you seen the Websters since coming back to Unity?

I have no wish to see you lose time in this way uselessly. You must keep yourself in shape for the important work.

LESSON XXIII. 147 Key

147 Key. *Lesson 23*

Watson & Winchester,
Wight Square, Willis, Utah.

Gentlemen:—

While you are in the west will you have the time to go to the bookstore of Fox & Co., Wearboro, and see if they have in stock the works of Cooper? We leave tomorrow for the New Year holidays. Success to you.

Yours truly.

LESSON XXIV. 153 Key

153 Key. *Lesson 24*

Messrs. Dewey & DeWitte,
Sylvania, N. J.

Gentlemen:—

We shall be at work, with the hope to equip our quarry with the best moving apparatus possible, and, with this object in view, we shall be seeking to enlist the services of the Bureau of Science. You may have it in your power to help us in the task of compiling copious data, advertising widely and in various ways. You may, by watching and keeping yourselves well to the fore, utilize much of the data we have almost ready for issue.

Respectfully yours,

Messrs. Dewey, DeWitte & Dwight,
Washtenaw, Idaho.

Sirs:—

The farriers have fixed a day for deciding the

various policies to force the furious parties, who oppose them, to desist, and we shall be on the road for some days to come, working for the welfare of these farriers. Why should they be forced, by those who seek to compel them to waive justice, and seek to hamper them?

It is our first duty to teach the public how unfair are the ways of those who oppose the policies sought to be fixed and enforced by the farriers.

You may be satisfied those who lead in this are moving slowly, for the sake of peace, but with no desire to succumb to wrong. It may be necessary to work for days, months, and may be for years, but our cause is most just, and we shall have satisfied our helpers, and also our foes, (furious as they may be,) of the lack of fairness and justice of those who may be opposing us.

Speaking of things less serious, I am happy to hear of the success of work on behalf of the new road to Fairview. We may be ready to use it by the time it is in shape for continuous use.

I hear of some few cases of pneumonia at Emporia, but its attacks are said to be followed by no serious or unsatisfactory outcome.

Note.—Pneumonia, n-m-Yuh. A few words, of very long outlines, may be shortened without regard to the list.

Initial loops are not used where the beginning movement of the loop, if extended in a straight line or tangent, would slant to the left. Loops so used, in the older Pitmanic systems, are liable to take circular form, in rapid writing, thus resulting in serious conflicts of outlines.

Under this rule *k, g, n, ng, y, h*, do not take an initial loop. Initial, and joined to these strokes, Iss-t (not Steh) must be used for *st*; and Iss-tr (not Starr) must be used for *str*.

LESSON XXV. 158 Key

158 Key. Lesson 25

Kansas City Manufacturing Company,
Kansas City, Kansas.

Gentlemen:—

You are hereby given power to finance our new advertising company, for which we will give you the most satisfactory backing. The business men of this community are ready to utilize anything so far in advance of the age as this is shown to be. They have confidence in the capable financiers who give money to equip, and time to work out a safe basis upon which this company may do a large and paying advertising business. Our wagons, manufactured by the Abilene company, and autos, by the Vinedge folks, are ready to run, and we will have them in use in the coming season. Lynn Bannister will be with us before long, and we expect him to follow up our opening business with success.

LESSON XXVI. 166 Key

166 Key. Lesson 26

Worcester Banister Company,
Worcester, Ark.

Gentlemen:—

Our General Agent at Sedalia may take time to see you when he runs up into the Ransom community, and we shall advise him, when he sees you,

to run up your banister bills, and see if they tally with ours.

We may construct some new houses by-and-by, and the stairways and banisters are to be of Aransas style. This will be for residences, and also for business houses. He will take pains to see your styles, and scan your posts, newels and banisters.

LESSON XXVII. 173

170 *Key.* *Lesson 27.*

Lancaster Stove and Range Company,
El Paso, Texas.

Gentlemen:—

We have just been in conference with Layden Jones, who is to be active in seeking donations for the newly constructed Orphans' Home in this town. He says it may be necessary to visit towns along the lines of the T. & P., on this behalf. He says, the way he construes the books, the running expenses are to be borne, one-half by the community in which the Home has location, and one-half by outside givers. He may visit you soon, and may ask you to see your business men for the purpose of gaining aid for this institution.

By the way, I am organizing a company for the sale of horses and mules. Our barns lack heating stoves, and if you can help me with such advice as you may be willing to aid me with, I will be willing and ready to defer to your views.

172 Key. Lesson 27

Messrs. Baxter & Listers,
Physicians & Surgeons,
Lancaster's Store,
Ohio.

Sirs:—

We have noticed the Buel decision, in the case of Jones vs. The Association of Musicians of Tulsa, and we expect to be ready to argue a motion for rehearing, on a day soon to be set. It may be necessary for us to see you soon, to confer on this subject. Will you, or some one of your company, be in town next week? If so, will you wire me the day I may expect to see you? It may be possible to reverse this last decision, upon such rehearing, and we have confidence in the efficiency of our law representatives here. They say we must take all possible steps to have the most forceful showing on this occasion. I have no possible means of knowing the basis for this last decision, before I see the text of the opinion, which I will have in my possession next Monday, I think, or by Wednesday at the farthest.

You may rest satisfied of the success of our lawyers in the case of Byers vs. Bunty, because the decisions are decisive. If you wish to see us at any time on this subject, we will always be ready to aid you with whatever advice or help it may be in our power to give you.

I have no reason to fear an adverse decision of this case.

So far as I know, and have information, the Postal Savings Bank case will be up for decision

soon, though I am in no position to say what day it may be taken up.

I keenly sympathize with your Mr. Moore, in his serious condition.

LESSON XXVIII. 179 Key

178 Key. *Lesson 28*

Mr. Brigham Carter,
107 Frost Avenue,
Brooklyn, N. Y.

Dear Sir:—

The progress of our investigations into the cause of the growth of fungus on prickly ash trees, has been very satisfactory to us.

179 Key. *Lesson 28*

Messrs. Pryor & Fry,
Freeburg, Calif.

Gentlemen:—

We are having some trouble with our new base-burners, and would like to inquire of you why the principal portion of the coal clogs in the base, with no satisfactory consumption of fuel. We are applying to your Mr. Gordon, to see if he can cure this.

The crops are in very fair shape here, and we hope to have fine times when the wheat and corn shall be harvested. If you can visit this section of the territory, we may be able to see you, and to tell you something which will be to your advantage. We have no chance to leave home soon, and if you

can come here next week, we should prefer to see you, say on Thursday or Friday. Before you come, please advise us when we may expect you, and we will arrange our time to suit you.

Yours respectfully,

LESSON XXIX. 185b

LESSON XXX. 190

189 *Key. Lesson* 30

Creswell Junction Realty Company,
Bakerville, Oregon.

Dear Sirs:—

It is necessary to have, at once, an abstract of the title to the farm near your place, so we may obtain subscriptions to the stock of the newly organized farm produce company, of which we are managers. Will you please see to this at your earliest convenience, and mail the bill to us, and we will agree to pay same with no delay. File all papers necessary, so the abstract may be full. The administratrix of the Jones property makes conveyance to the heirs of Jones, and this should appear in the abstract.

I mispronounced the name of Tasker, in dictation to my stenographer, and for this reason there is an error in the Paschal conveyance. Please see to this.

LESSON XXXI. 194a

193 Key. Lesson 31

Various and sundry, v-r-Ses-n-dr. This is a phrase outline, omitting *and*.

Messrs. Wellington & Spooner,
San Francisco, Calif.

Dear Sirs:—

A brisker movement is noticeable in business circles, and flush times seem to be as near as we have been expecting them to be, or nearer. The most satisfactory conditions appear to be coming to us, and we shall wish to be in communication with our brokers before many days shall have passed, with respect to the movement of the various stocks now controlled by us. We will be in shape to take up new lines when affairs shall be properly fixed, so we can settle with the owners of these stocks. If you are in position to settle the claim, with reference to which we advise you by the paper here enclosed, we shall be very much pleased to hear from you, and we assure you of our most earnest desire to do all we can to aid you to come to a satisfactory basis upon which to settle.

Various and sundry affairs hang upon your decision, and we wish to take up this question with our principals, and be able to tell them what we can do with respect thereto.

The atmosphere of this Western Hemisphere seems to be very conducive to the lengthening of the lives of the native born, and even foreigners acknowledge its benign influence.

Skillful endeavor to adjust business relations satisfactorily, serves to preserve the satisfactory transaction of business. I incline to believe it possible to arrange all these affairs, with no suit to impair the pleasures of living. We hope we may be able to continue our service to you, as in the past, but we must also endeavor to be true to others who repose confidence in us, and therefore we urge you so earnestly to try to come to terms with those whose affairs we have in our control.

Any communication you may wish to make to us will have our careful attention.

Yours truly,

LESSON XXXII. 202 Key

198 Key. *Lesson 32*

Messrs. Tankersley & Pinkerton,
Anchor Cove,
Wyoming.

Dear Sirs:—

Burglars entered the Pinkerton chambers yesterday, and stole a large number of handkerchiefs, belonging to Fender and Linterton. Later they ventured back into the city and were taken by the police. One gave voluntary testimony against his fellows, and all were committed for trial, with the exception of the volunteer. The handkerchiefs were in the possession of the gang, and were taken by the officers, who will deliver same to the owners.

Yours truly,

202 Key. Lesson 32

Messrs. Ponder & Victor,
Bankers,
Slaughtersville, Minn.

Gentlemen :—

We are having some lingering hope of the return of our check, lost day before yesterday in the city, where we had gone to render our corporation property for taxation. We gave you notice of the loss of this check, by wire, as soon as we discovered the loss, and should any dishonest person offer it at your windows, please have the proper officers arrest the offender.

The telegraph operator, here tells me he tendered conveyance of the Printers' Addition property back to the grantors, on the basis of the original proposition, but same was refused. This fulfills all our duty in the premises, and we are preparing necessary data with which to encounter any adverse move of these criminal conspirators.

The Luther Bindery Company, book binders, Shafter, Arizona, advise us of changes now going on in their factory there, the installation of new machinery and office furniture, involving large expense and very much labor, and they desire an extension of the paper. Their request seems reasonable, and we hope you will be able to accede to it.

Yours truly,

LESSON XXXIII. 206b

LESSON XXXIV. 213a

208 *Key. Lesson 34*

Messrs. Hungerford & Peterson,
Planters,
Patterson, W. Va.

Gentlemen:—

We understand you have planted a vast acreage in cotton this season. We are open to competitive propositions for linters, in bales, in carload lots. The propriety of appropriate classification, of course, is manifest, and we can give advantageous terms to the bidder whose prices may be most favorable, and classification most accurate. We hope to be able to render good service to our patrons, and only wish reasonable returns on our business.

Better times are near, and the great preponderance of the evidence is in favor of a material advance in prices of linters and other cotton products. The factories are returning to full time, and cotton operators are active.

Very truly yours,

212 *Key. Lesson 34*

Messrs. Littleton & Bidwell,
Undertakers,
Middleton, Vt.

My Dear Sirs:—

If you have in stock silver handles and hinges,

please quote me lowest prices at sea-board, for one light carload lot. I have little confidence in the wonderfully cheap rates recently advertised by parties, whose wild claims evidently are used for credulous patrons to put their trust in. I do not care to patronize these claimants. I am getting tired of wonders in advertising, and have long preferred, as I do now, to contract with reputable firms, of long standing and good repute.

In a little while I expect to be ready to establish a business here in Midland, and therefore would be glad to hear from you. I have no doubt we can make arrangements with your establishment, for business that will give flattering returns, and upon such basis that we may render each other good service. It is quite needful for us to have exact data, in order that we may be able to get our stock bought and sold within reasonable time limits.

Yours very truly,

LESSON XXXV. 215 Key

215 Key. Lesson 35

Messrs. Dotson & Dodson,
Hubbardstown Hardware Company,
Higgins, Ky.

Dear Sirs:—

We need, at once, a description of the land described as located under headright certificate No. 42, Harrison heirs. If you can see Hudson, of the firm of Hutcheson & Hudson, Hightower Valley, will you tell him to send us, by return mail, this

information, and that we will pay upon receipt of the bill for such service.

Hot days are here.

Yours hastily,

Outlines representing nouns.—Reference is here made to instruction in Lesson 1, of this Key, authorizing the omission of vowels, *except those aiding in the designation of nouns*, after study and practice. That instruction should be still heeded, with this amendment: After the study and practice there enjoined, the student should omit vowels, including the vowels of nouns if, after due consideration, it is decided that such omission would not cause a conflict between two nouns of the same outline and not distinguishable by context. For example: *ship* and *shop* would not conflict if the matter being written pertained exclusively to shipping, or shopping.

Referring to the letter to Messrs. Dotson & Dodson, 215 Key (for further example), after due practice upon the shorthand written in full, the proper names may be considered as familiar names to the stenographer, and the separately written vowels omitted; and it may be decided readily that none of the common nouns, in the body of the letter, need vocalization.

No other rule can be devised, covering this matter, than the rule referring it to the intelligent consideration and judgment of the stenographer, who, whenever in doubt, should take the safer course, and vocalize.

LESSON XXXVI. 219 Key

219 Key. Lesson 36

Messrs. Armstrong & Harmsworth,
Rumbolt, N. C.

My Dear Sirs:—

I wrote you on yesterday with reference to the reimbursement of certain over-remittances, made

through error of our remittance clerk. If you cannot easily verify our claim, we will send you Mr. Reimer's statement, with vouchers.

In recent rambles to remote parts, I have heard rumors that certain of the roomers, occupying apartments in different compartments of the Sea View House, are dissatisfied with the view over the ramparts, and desire to shift to some other location.

The daughter of the editor of The Farm and Forum is one of these who are not contented with the outlook. She says she will be compelled to vacate, and effect other arrangements for herself and friends. I hope you may be able to satisfy these whose feelings seem to be rumbled.

Yours truly,

Messrs. Burkholder & Flaxman,
Thunder Bay, Wis.

My Very Dear Friends:—

I am interested somewhat in the Association of Lumber Merchants, of your neighborhood, and wish to secure all possible information with regard to their present plans. If consistent, will you ascertain when their next meeting is to be held, and let us know by phone or wire, at once. There is no matter of greater importance to us than this, and this information will be appreciated.

Truly yours,

LESSON XXXVII. 222 Key

222 Key. Lesson 27

Messrs. Peterson, Harrison & Patterson,
Philadelphia, Pa.

Gentlemen:—

More and more we have been impressed, from day to day, with the desire to inquire of you if you have been successful in your quest of the consumption remedy, about which you entertained great hopes from year to year. It would not be amiss to seek means of testing this cure, and had it not been for my extreme pre-occupation, it would have been my pleasure and good fortune to have assisted you more than I have been able to do, in this work. It had almost escaped my mind that you have been, from day to day and month to month, in the recent past, engaged with the professors of the University, and today I heard of your experiments with rabbits and, to put it very mildly, I am jubilant. I have to congratulate you on the results, and to thank you for having, in a measure, kept me posted.

By all means try to expedite this investigation. The trial of the serum I hope will prove an abundant success.

Try to be at our meeting next week.

Cordially yours,

LESSON XXXVIII. 225 Key

225 Key. Lesson 38

John J. Wiseman,
Seagoville,
Ontario, Canada.

My Dear Friend:—

I am tempted, mostly by intelligence received upon recent investigation, to invest in municipal bonds of your Northwestern towns. I have become a convert to the fact that your complete equipment for business, and your favorable business connections, command the utmost confidence of the general public.

If you cannot accommodate me with a conditional loan, I shall have to confine my operations within the contracted limits prescribed by our Finance Committee. However, I confess my ardent desire to have you connected with this venture, though I am cognizant of a circumstance which may control your position with reference to this movement.

If convenient, write me fully about the expected exposure of the enemies of the Exposition. It is considered here that we have been too considerate of those who exert an influence so contrary to the best interests of the Association.

Fraternally yours,

LESSON XXXIX. 228 Key

228 Key. Lesson 39

Compliance with this request, pl-ns-ths-r-kst. This is a phrase outline, omitting with.

General Attorneys, gn-t-ns.—A special contraction.

Gen. Freight Agent, gn-ft-gnt.—A special contraction.

John Kay, Esq.,
Supt. Wabash-Western,
Toledo, O.

Dear Sir:—

I hand you herewith claim for one carload of apples, alleged to have been damaged by delay in transit from Toledo to New York City, B/L attached. We defend against this claim upon the ground that the shipper requested stoppage in transit, and no further delay occurred than in compliance with this request. I do not believe, under the rules of the Interstate Commerce Commission, we are liable for this damage. The request for stoppage in transit was also OK'd by the consignee, as well as by the consignor. Thus the party of the first part and party of the second part, to the contract of sale, appear to be bound by their own act, and, to bind the matter more rigidly, the waiver in the contract of shipment seems to be conclusive.

In the opinion of our General Attorneys we are without fault in this matter.

Yours respectfully,

Gen. Freight Agent.

LESSON XL. 231 Key

231 Key. Lesson 40

Felix McCaffrey,
Hospital Steward,
Murphreesboro, Tenn.

Dear Sir:—

We especially desire to see you about supplies for the coming year, and contemplate a material modification of our former contract.

By judicious management our vineyards have responded to more enlightened methods, and we are convinced that your hospital supplies may be secured from us with much greater economy than from others. You may go farther and fare much worse. It has been judicially determined, after judicious investigation, that the stratification of our soil is most conducive to healthy growth and bearing. We protect our products with great care, and we predict that the future will give us even better results, under present aspects, than the past.

Very truly yours,

LESSON XLI. 240 Key

240 Key. Lesson 41

Interurban, nt-bn.—A special contraction.

Bismark Interurban Ry Co.,
Bismark, Idaho.

Dear Sirs:—

I have invented a very convenient power-brake. It is quite simple in construction and efficient in

service. The brake beam, especially, is of unique design and of very great strength. Should you wish to investigate this invention and its workings, you may let me know when it would be most convenient for you to spend a little time with me, for the purpose of this investigation.

Yours respectfully,

LESSON XLII. 249
248 *Key. Lesson 42*

Connecticut Discount Association,
Beersfield, Conn.

Gentlemen:—

Disconcerting news of the decomposition of forage products, has just reached us. We recognize the magnitude of this disaster, to which it is hard to become fully reconciled. Many farmers may have to go unrecompensed for their incomparably hard labor, and interminable complications may arise. Interlocking interests, of farm and mercantile life, may cause incongruous results. Misconception of the true conditions may be very difficult to reconcile; and, being so irreconcilable, why, it may be necessary to reconstruct all our plans, and introduce new methods of interchange.

Intermixed with all these disconnected and discordant conditions, will be the considerations of individual safety, interdicting freedom of business enterprise. Very incomplete returns leave us in doubt as to the proper course to recommend, but judicious investigation must be conducted, with a view to reconciling conditions, the evils of which

may be greatly magnified. Therefore we are inclined to be slow in action, in connection with these contradictory reports.

Yours truly,

XLIII. 258 Key

258 Key. Lesson 43

Atchison, Topeka & Santa Fe, chs-nts-nt.—A special contraction.

Atchison, Topeka & Santa Fe Railway Company,
Local Agent,
Giles Point, Kansas.

Dear Sir:—

You may say to whomsoever seeks information that I commend the carefulness of your management and the serviceableness of assistants. Familiarity with the methods of your business dealings and the facility with which you handle same contribute greatly to the popularity of the line.

Very truly yours,

LESSON XLIV. 268 Key

263 Key. Lesson 44

Mr. Alexander Nash,
Algonac, Wis.

Dear Sir:—

In the alembic of elementary composition it would be practically an impossibility to treat all elements alike, however desirable such consummation

might be, and must elect a few words only, for illustration.

Par. 268b. *Sanitorium, Iss-ntr-Yeh*.—Vocalized by striking dash through stroke, in analogy with L- and R-hook vocalization, par. 184.

268 Key. Lesson 44

Kalamazoo Compress Company.

Kalamazoo, Mich.

Gentlemen:—

We are just in possession of news from Alhambra, Mass., by special messenger, to the effect that passengers on the Michigan lines impartially give their evidence in the case of the Rush Savings Bank *vs.* The Algonac and Elk Valley line, with reference to bridge defects, and to the usage with regard to the tops of bridges.

Yours truly,

LESSON XLV. 277a

273 Key. Lesson 45

Massachusetts Improvement Company,

Haverhill, Mass.

Gentlemen:—

The masonry for the new Masonic Temple, at Adamson Junction, is nearing completion, and we write you to send us catalog of modern furniture. Without seeming to be unseemly and inconsiderate in our desire to lessen the cost of this furniture, yet we feel both permitted and impelled to avoid unlimited expenditure, because our financial prob-

lems are unsolved, and our pathway is not strewn with roses. We have been cautioned and petitioned that this matter should not be rushed, and we therefore exercise circumspection, in view of our unsettled condition. When the elementary work shall have been finished, we can unload that care from our shoulders, and when we shall have cashed some outstanding obligations due us, we shall feel at liberty to take this matter up for early action.

Yours truly,

276 Key. Lesson 45

Disappointment, ds-pnt-nt.—Where *mnt* may not be joined for the suffix *ment*, that suffix may be denoted by *nt*, joined, as in *disappointment, measurement*, etc.

Messrs. Dobbins & Boyden,
Sulphur Springs,
Wichita Co., Ark.

Dear Sirs:—

I have just finished the two houses, for which you furnished the material and electrical appliances.

The insulation has loosened, and I have taken counsel with electricians, who, taking into consideration the insecure condition of electric wires, and the unscrewed fastenings, unreservedly declare that it is necessary to replace the same with better wire and better insulation, according to the penciled sketch enclosed. I cannot conceal my disappointment at the faulty construction shown, and the lessened value of the houses in consequence thereof. I would not be inconsiderate in this matter,

and therefore I ask that you come at once and make examination of this matter, and at once thereafter rectify these faults of construction, in accordance with the incontrovertible terms of the contract. The penalties named in the contract may be invoked, but I do not wish to punish anybody for errors that are curable, if they are promptly cured. Please let me hear from you by return mail. This is a disconcerting occurrence, and speedy reparation should be made

Yours truly,

LESSON XLVI. 285b

LESSON XLVII. 287b

LESSON XLVIII. 288 Key

288 Key. Lesson 48

Two rules of the reporter are exemplified in 288 Key. First.—The Brief W or Brief Y enlarged.

(a). A Brief W wordsign, enlarged, adds another Brief W signword; as *with, with what; we, we were, we would; what, what we; what would; would, would we.*

(b). A Brief Y wordsign, enlarged, adds another Brief Y or Brief W signword; as *you, you were, you would; yet, yet you, yet your.*

(c). A Brief W wordsign, enlarged and tipped, so that a line, striking the points, would slant to the left, adds a Brief Y signword; as *would, would you, would your; were, were you, were your; with, with you, with your; what, what you, what your.*

Second.—Strokes used in writing *state, know, say, remember*, if lengthened, such lengthening adds *whether*; as *state, state whether; say, say whether; know, know whether; remember, remember whether*; and an N-hook, added, is to be read after the lengthening; and the length-

ning and hook indicate *whether or not*; as *state whether or not, know whether or not*, etc.

288 Key. Lesson 48

JEROME SMITH recalled and further cross examined by Mr. Jones.

Q. With what did you expect to unfasten the doors?

A. We were expecting to use keys, such as we would find at hardware stores, though we were confident the doors would not be locked.

Q. You say you were expecting to use keys, yet you went there with your jimmies in your sack. Why would you take your tools along if you expected you would not have to use them? Would you have used the tools if you were unable to find keys to fit?

A. We were not carrying the tools for that purpose.

Q. What would be the use of carrying the tools then? State whether or not you were talking this matter over as you were going to the house?

A. We were not talking it over at all. We did not know whether the house was locked, or any of the rooms. Jim was expecting—

Mr. Brown.—Your Honor, we would not be bound by what Jim was expecting, and we object to the statement as immaterial.

The Court.—I sustain the objection.

EXCEPTION for the defendant. *Mr. Jones.*—To which the defendant excepts, if your Honor please.

Q. (By Mr. Jones) I do not remember whether or not I asked you about the doors being

fastened with bars. With what were the doors fastened?

A. One or two were barred, and others fastened with locks.

CROSS EXAMINATION by Mr. Brown.

Q. Why were your tools in the auto?

A. Beause Jim had used them the day before, and hadn't taken them home. He intended to leave them at home on his return from town.



WORDSIGNS AND CONTRACTIONS

THE COMPLETE LIST OF WORDSIGNS
AND CONTRACTIONS OCCUPIES THE
FOLLOWING TABULATED PAGES. 

| | | | |
|----------------|------------------|----------------|-------------------|
| ...a | 6-advantageously | ...and of | 7-appropriate |
| ability | 6-advertise | 7-and what | 7-appropriation |
| about | 6-advertised | 7-and would | 7-approve |
| abstract | 6-advertiser | annual-ly | 7-approved |
| abstracted | 6-advertising | another | 7-approval |
| abstractor | 6-advertisement | anxious-ly | 7-approximate |
| accept | 6-after | any | 7-approximation |
| accepted | 6-afterward | anybody | 7-approximately |
| acceptance | 6-agency | anyhow | 7-are |
| accident | 6-agent | any other | 7-are not |
| accidental-ly | 6-all | anything | 7-are the |
| account | 6-all the | any way | 7-as |
| acknowledge-d | 6-almost | anywhere | 7-as it |
| acknowledgment | 6-along | appear | 7-aastonish-ed |
| acquaint-ed | 6-already | appearance | 7-aastonishment |
| acquaintance | 6-also | appeared | 7-at all |
| actual-ly | 6-although | 6-appliance | 7-at first |
| administer | 6-always | 6-applicable | 7-at last |
| administration | 6-am | 6-applicant | 7-at least |
| administrative | 6-am not | 6-application | 7-at length |
| administrator | 6-as the | 6-applied | 7-attain-...J |
| administratrix | 6-A. M. | 6-apply | 7-attainment-...b |
| advantage | 6-as | 6-apprehend | 7-at once |
| advantageous | 6-and | 6-apprehension | 7-at our |
| | 6-and have | 6-apprehensive | 7-at our own |

| | | | |
|--------------|-------------------|-------------------|------------------|
| h attainment | L became | c carefulness | I confirmed |
| ought | L because | c carelessness | I conform |
| e authority | ✓ been | 7 Catholic | I confirmed |
| e authorize | ✓ behind | 6 catholicism | I conformable |
| ' auto | L before | 7 catholicity | L Connecticut |
| / average-d | J between | 6 catholicize | ∞ consequence |
| award | ∞ beyond | f cattle | ∞ consequent |
| aware | ' body | L complexion | ∞ consequential |
| away | ∞ build | ∞ comprehend-ed | ∞ consequently |
| ' eve | / builder | 6 comprehension | 9 consider |
| awful-ly | e building | / comprehensive | 9 considerably |
| backward | ∞ built | ∞ conceal | 9 considerate |
| bank | ' but
why what | c conclude-ed | 9 considerably |
| banker | c California | c conclusion | 9 consideration |
| bankrupt | ∞ care | 6 condition | 9 considered |
| bankruptcy | ∞ can | 6 conditional | ∞ consist-ed |
| baptism | ∞ cancel | 4 conditioned | 7 consistency |
| Baptist | ∞ cannot | ∞ conduct-ed | ∞ consistent |
| baptistia | 7 capable-ly | ∞ conductor | ∞ consistently |
| baptistry | 7 capability | ∞ confident | 9 constant |
| baptize | ∞ captain | ∞ confident | 9 constantly |
| ' be | c car | ∞ confidential-ly | 9 constancy |
| beautiful | c care | ∞ confidently | ' constitute-ed |
| beautify | c cared | I confirm | 6 constitution |
| beauty | c careful-ly | I confirmed | 6 constitutional |

| | | | |
|----------------------|--------------------|-------------------|----------------------|
| β--constitutionality | —correctly | —depute | b/-distributor-or |
| —constituent | —correspond-ed | h—deputize | b—distributive |
| —constituency--β | —correspondents | h—deputy | b/-distributory |
| —construe-ed | —correspondent | —describe-d | b/-distribution |
| —construct | —could | —description | b—district |
| —construction | —council | —descriptive | b—district court |
| —constructive | —counsel | h—determine-ation | b/-disturb |
| —contact | —court | h—determined | b/-disturbance |
| —continuance | —counter | —did not | b/-disturbed |
| —continual-ly | —counteract | l—differ-ed-ence | b—distinct |
| —continue | —county | —ent | h—distinctive |
| h—continuously | —criminal-ly | h—differential-ly | b—distinction |
| —contract-ed | —cross examine | —difficult-y | h—distinctly |
| —contraction | —cross examined | —direct | l—do |
| —contractor | —cross examination | l—direction | —b—does |
| —contractile | —danger | h—directed | h—direct examination |
| —contradict-ed | —dangerous | h—disadvantage | —do not |
| —contradiction | —dangerously | h—disadvantageous | —doctor |
| —contradictory | —day time | h—discrepancy | —dollar |
| —contribute-d | —dear | h—dissatisfaction | —downward |
| —contribution | —December | h—dissatisfied | —duration |
| —contributive | —defendant | h—dissatisfy | —during |
| —contributory | —delinquency | h—distinguish-ed | —easterly |
| —correct-ed | —delinquent | h—distinguishable | —eastern |
| —correction | —depot | h—distribute-d | —efficient |
| —corrective | | | —efficiently |

| | | | |
|----------------|-----------------|-----------------|--------------|
| efficiency | examined | experience | fact |
| embankment | example | experiment | familiar |
| embodied | exasperate-d | explain | familiarly |
| embody | exasperation | explained | familiarity |
| England | exemplification | explanation | farm |
| English | exemplify | explore | favor |
| Englishman-men | exemplified | explored | favor'd |
| enlarge | except | exploration | favorable-ly |
| enlarged | exemption | express | February |
| enlargement | except-ed | expressed | first |
| entertain | exception | expression | for |
| entertained | exchange-d | expressive | forever |
| entertainment | exchangeable | extend | for example |
| entire | excuse | extended | for instance |
| entirely | excused | extension | for-sake |
| especial-ly | excusable | extensive | forward |
| Esquire | exhibit-ed | extent | from |
| establish-ed | exhibition | extraordinary | full-y |
| establishment | exist | extraordinarily | gather |
| etc. | existed | extreme | general-ly |
| ever | existence | extremely | generality |
| every | expect-ed | extremity | generalise |
| evidence | expectation | eye | gentle-y |
| evident | expenditure | ey'd | gentleman |
| examine-ation | expense | eye | gentlemen |

| | | | |
|----------------|---------------|------------------|-------------------|
| gentlemanly | he did not | hospitel | impartiality |
| give-a | he had not | hospitality | importacoe |
| God | he don't | house | important |
| good | he will | houses | impossible |
| govern-ed-ment | hear | how | improbable-ly |
| governor | heard | however | improve |
| had | held | howsoever | impressed |
| had not | henceforth | hundred | improvement |
| handwriting | henceforward | husband | in |
| happiness | her | husbanden | in all |
| happy | here | husbandry | in order-to |
| hard | hereafter | husband and wife | in reference |
| harder | heretofore | I | in regard |
| hardest | herewith | I had not | in reply |
| has | high | I have | in respect |
| has it | highly | I will | in response |
| has it not | him | Idaho | in writing |
| has thr | himself | identical-ly | inconsiderable-ly |
| have | his | identification | inconsiderate |
| have been | home | identify | in consideration |
| have had | hold | if it | inconsistency |
| have it | hope | immaterial | inconsistent |
| have not | hoped | immediate | indiscriminate |
| have thr | hopeful-ly | immediately | indiscriminately |
| he | hospitable-ly | impartial-ly | indiscretion |

| | | | |
|------------------|----------------|---------------|---------------|
| indispensable-ly | interest | knowledge | matter |
| individual-ly | interested | language | material-ly |
| individuality | inventory-ied | large | materiality |
| influence | investigate-ed | larger | may be |
| influenced | investigation | learn-ed | may have been |
| influential | investigator | left | meanwhile |
| inform | in writing | length | measure |
| information | lava | lengthen | measured |
| informed | ie | lengthened | measurement |
| inquire-y | is it | long | member |
| inquired | is it not | longhand | mention |
| instruct-ed | is thr | Lord, lord | mentioned |
| instruction | it | Louisiana | merchant |
| instructor | it has | machine | merchandise |
| institute-d | it is | machinery | merchantman |
| institution | its | machinist | message |
| insufficient | itself | manufacture | messenger |
| insufficiency | it will | manufactured | Messrs |
| insufficiently | January | manufacturer | mighty |
| intelligence | justice court | manufactory | mightily |
| intelligent | jurisdiction | mark | Michigan |
| intelligently | jurisdictional | marked | Misses |
| intelligible | jurisprudence | market-ed | mistake |
| intelligibility | kingdom | Maryland | mistaken |
| intend-ed | knee | Massachusetts | month |

| | | | |
|---------------|-----------------|-------------|---------------|
| more | nest | objected | or if |
| movement | nobody | objection | er of |
| Mr | no other | objective | erator |
| Mrs | nowhere | of | order |
| nature | no way | of it | ordered |
| naturally | nor | of the | orderly |
| near | North Carolina | often | ordinary |
| nearly | North Dakota | Oh | ordinarily |
| Nebraska | northeast | O. K. | organ |
| neglect-ed | northeaster | old | organic |
| neglectful | northeasterly | on | organize |
| negligence | northeastern | on or | organizer |
| negligent | northern | only | organism |
| negotiate | northeast | onward | organist |
| negotiated | northeaster | operate-d | originally |
| negotiation | northwesterly | operation | originality |
| never | northeastern | operator | other |
| nevertheless | nothing | opportunity | ought |
| new | notwithstanding | oppose | outfit |
| New Hampshire | November | opposed | output |
| New Jersey | now | opposition | peer |
| New Mexico | number | oppress | overtake-took |
| New Year | numbered | oppressed | owe |
| New York | o | oppression | seed |
| New York City | object | or | own |

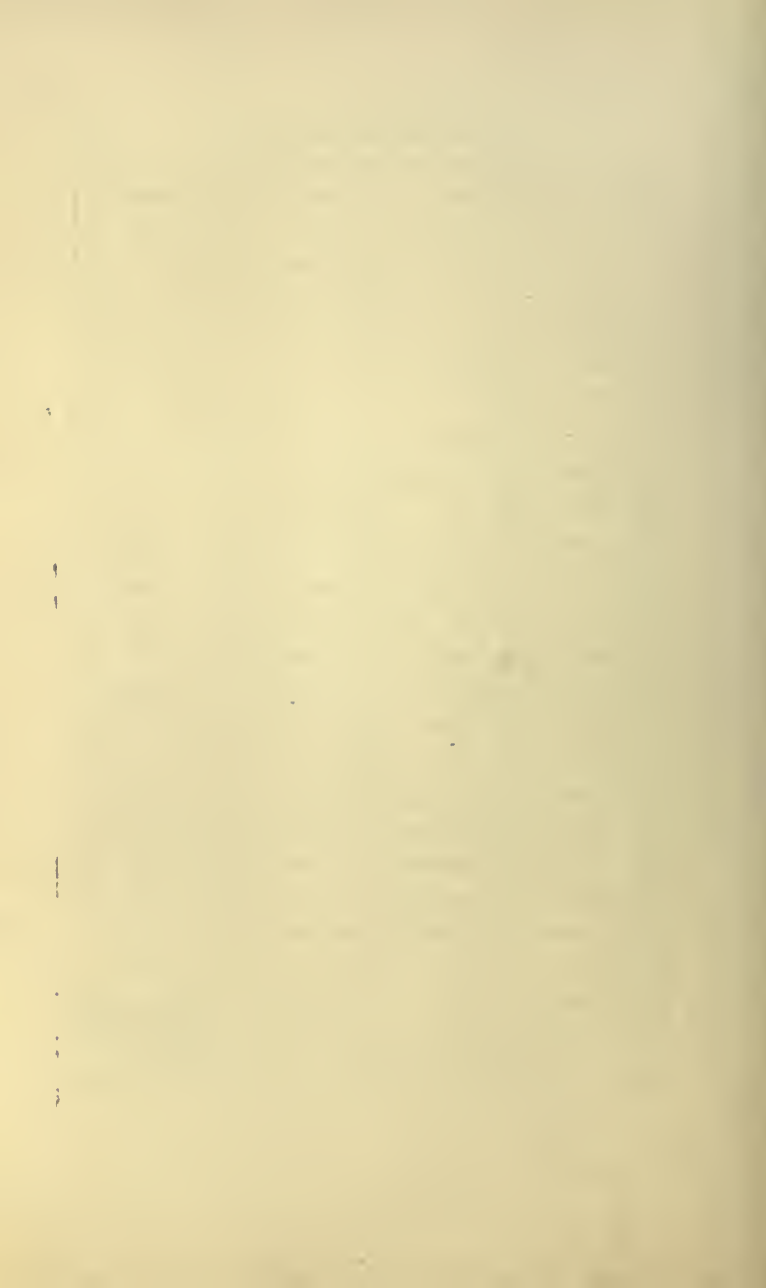
| | | | |
|-----------------|-------------------|-------------------|-------------------|
| - - - vowel | 2 perfection | 1 probably | 1 punctual |
| - - - owner | 2 permit-ed | 1 probability | 1 punctuality |
| 2 part | 2 permission | 2 profit | 1 punctuate |
| 2 particular | 1 perpendicular | 2 profited | 1 punctuation |
| 2 particularity | 1 perpendicularly | 2 profitably | 1 punishment |
| 2 particularize | 3 Philadelphia | 2 promote-d | 1 punished |
| 2 particularly | 1 plaintiff | 2 promotion | 1 purpose |
| 1 party | 1 popular | 2 prompt-ed | 1 purposely |
| 1 passenger | 1 popularly | 2 promptly | 1 for the purpose |
| 2 partition | 1 popularity | 1 proper | 1 put |
| 2 partitioned | 1 position | 2 properly | 1 quantity |
| 2 patent | 1 possession | 1 property | 1 quart |
| 1 patentee | 1 possible-ly | 1 proportion | 1 quarter |
| 1 peculiar | 1 possibility | 1 proportionate | 1 question |
| 1 peculiarly | 2 practice | 1 proportionately | 1 questionable |
| 1 peculiarity | 2 practiced | 1 proportioned | 1 questioned |
| 1 penal-ly | 2 practicable | 1 propriety | 1 quite |
| 1 penalty | 2 practical-ly | 2 preside | 1 railroad |
| 1 pencil | 2 practicality | 2 preside | 1 reach |
| 1 penciled | 1 preponderance | 2 preside | 1 reached |
| 1 penitentiary | 1 preponderate | 2 proximity | 1 reacher |
| 1 Pennsylvania | 2 presence | 1 public | 1 range |
| 1 people | 2 pretty | 1 publication | 1 ranged |
| 1 perfect | 2 principle-al | 1 publish | 1 ranger |
| 2 perfected | | 1 publisher | 1 rapid-ity |
| | | 1 publicly | 1 rapidly |

| | | | |
|-----------------|-----------------|-----------------|---------------------|
| —rather | —respected | —shorthand | —southwestern |
| —reader | —respectable | —should | —special |
| —real estate | —respectively | —set forth | —specially |
| —reality | —respectful-ly | —signature | —specialist |
| —reality | —retire | —similar | —speciality |
| —recollect-ed | —retired | —similarity | —specialty |
| —recollection | —return | —similarly | —spirit |
| —refer-ed | —returned | —situate | —spiced |
| —reference | —rev. | —situated | —spiritual-ly |
| —relinquish-ed | —Rhode Island | —situation | —spiritualism |
| —relinquishment | —satisfy | —somebody | —sport |
| —remark-ed | —satisfied | —somehow | —spread |
| —remarkable | —satisfaction | —sometime | —standard |
| —remember | —satisfactory | —something | —steadfast |
| —remembered | —satisfactorily | —some way | —steno-graphy |
| —remembrance | —secretary | —somewhat | —steno-grapher |
| —repeat-ed | —secretarial | —somewhere | —steno-graphic |
| —repetition | —separate-d | —South Carolina | —steno-graphical-ly |
| —represent | —separately | —South Dakota | —straightforward |
| —represented | —separation | —southeast | —strange |
| —representation | —September | —southeasterly | —stranger |
| —representative | —serve | —southeasterly | —strangely |
| —repute-d | —several | —southern | —strength |
| —reputation | —shall | —southwest | —strengthen |
| —respect | —shorten | —southeasterly | —subject |
| | —shortened | | |

| | | | |
|--------------------|------------------|-----------------|------------------|
| -f-subjected | -(-thankful-ly | -(- thousand | 2-transgressed |
| -C-subjection | -(-thankfulness | -{ thousandth | 2-transgression |
| -S-subjective | -(-thanklessness | -(-thus | -f-twelfth |
| 3-sufficient | '-that | -(-till | -C-twelve |
| 3-sufficiently | (-that thr | -/-to | -/-two |
| 3-sufficiency | ---thw | -/-to be | -9-unconsidered |
| -S-superintend | -/-the first | -/-to have | -under |
| -f-superintended | (-the other | -/-to have been | -Y-undertake |
| -S-superintendent | (-them | -(-told | -Y-undertaken |
| -f-superintendancy | -C-themselves | -/-too | -Y-undertook |
| -C-support | -S-thereafter | - to thr | -S-understand |
| -S-suppress | -S-therefore | -to gather | -C-understanding |
| -f-suppressed | -C-thereof | -together | -f-understood |
| -S-suppression | -S-thereon | -tomorrow | -unexampled |
| -C-surprise | -S-therefore | -/-toward | -X-unexpected |
| 3-surprised | -C-they are | -f-transact-ed | 12-unexplored |
| -f-staken up-/- | -C-they had | -2-transaction | -United States |
| -f-tell | ---they would | 2-transcribe | -unless |
| -C-testament | -C-they have | 2-transcription | -until |
| -C-testamentary | -C-they will | -f-transfer-ed | -/-upon |
| -f-testify | ---thing | -f-transference | -/-upward |
| -f-testified | (-think | -f-transform | -)-us |
| -C-testimony | -C-this | -f-transformed | -)-use (noun) |
| -C-testimoniel | -C-those | -f-transformer | -)-useful |
| -C-testes | -(-though | -2-transgress | -)-usefulness |
| -(-thank-ad | | | |

| | | | |
|------------------|-----------------|-----------|-----------------------------------|
| - use (verb) | we are | who have | Wyoming |
| - used | we are not | whom | year |
| - Utah | we will | whole-ly | years |
| - valid | we will not | why | yes |
| - validity | were | width | yes, sir |
| - validly | were not | will | yesterday |
| - value | westerly | Wisconsin | yet |
| - valued | western | with | you |
| - valuable | West Virginia | withal | your |
| - vegetable | what | with all | yours |
| - vegetate | whatever | within | yourself |
| - vegetation | whatsoever | without | yourselves |
| - very | when | withstand | with what |
| - vice president | whenever | withstood | we were,
we would |
| - Virginia | where | witness | were we,
were with |
| - virtue | wherever | witnessed | what we, what
were, what would |
| - virtuous | which | word | would we |
| - virtuously | which are | work | with you,
with your |
| - virtual-ly | whichever | worked | were you, were
your, were yet |
| - volunteer | which have | world | what you,
what your |
| - voluntary | which have been | worth | would you,
would your |
| - voluntarily | which will | would | yet you,
yet your |
| - was | while | wrench | you were,
you would |
| - Washington | who | wrenched | |
| - we | whoever | writer | |

* Star-marked words and phrases are fully considered elsewhere, in connection with the foregoing list.



APPENDIX

This Appendix, and the Index following, should be delivered to the student with the List of Wordsigns and Contractions, in connection with Lesson XII.

During the preparation of this Manual and Key, and for many years prior thereto, the author was actively engaged in court reporting, as an official reporter; and, in such work, was accustomed to use expedients and *short cuts* not deemed suitable for presentation in a textbook, because of their infrequency in practice. If there should be found, in this work, two ways to write a word or phrase, such variance will be called to the student's attention, in this Appendix, with brief reasons for choosing one, invariably, rather than the other. Thus the proper outline will be fixed in the mind of the student.

P. 25, Par. 63b.—*may be* should be denoted by the word-sign found on p. 23. The outlines found in the partial lists, and in the complete list of Wordsigns and Contractions, are the outlines the student should use, in the positions there indicated.

P. 27, 67 Key, line 2.—*Vicksbu(r)g*: *r* is omitted, in accordance with rule afterwards presented.

P. 27, 69 Key.—*Ed*: An initial tick, written to *d*, simply indicates that a vowel precedes the *d*, under rule afterwards stated.

P. 29, 75 Key, line 5.—*Company*: initial dot denotes the prefix *com*.

P. 51, 131 Key, line 3.—*Higley*: the *h*-tick is best written upward, to *k*, *g*, *n*, *ng*, in writing a proper name.

P. 61, line 11.—*Pneumo(n)ia*: last *n* omitted, under rule afterwards given, because otherwise the outline would be long and difficult; and this shortened outline is sufficiently suggestive.

P. 69, 172 Key, line 10.—*advice*: should be in third position. See Par. 165.

P. 77, 193 Key, line 7.—*Various (and) sundry*: a phrase, from which *and* is omitted under rule later given.

P. 77, 193 Key, line 8.—*we can*: this hook, to represent *we*, is Graham-Pitman. In the First Edition of the Manual, this *w*-hook was taught, but omitted in this Second Edition, and the student is referred to pp. 56-58, Paragraphs 147, 147b.

P. 85, 212 Key, line 6.—*repute*: should end with Yuh.

P. 85, 212 Key, line 7.—*make-arrangements*. This is a Pitmanic phrase, but the student is advised to write *make* in full outline.

P. 87, 215 Key, line 2.—*Harrison*: written in second position, for reason given hereafter in connection with 222 Key.

P. 89, 219 Key, line 2.—*error*: this should be written Poid-r-r. See p. 75, 189 Key, line 6—*an error*. Two considerations should guide, in the choice of the best outline for a word: (1). Legibility; and (2). Facility—having in mind the primary word and its derivatives.

P. 91, 222 Key, line 1.—*Peterson, Harrison & Patterson*: *Harrison* is written in second position, to avoid danger of conflict with *Patterson*.

P. 95, 228 Key, line 6.—*by their own*: should use two disjoined characters—Beethr and En. The author uses the form shown in 228 Key, following a rule of Graham-Pitman, but that rule is not incorporated in this Edition, because of its little comparative value.

P. 99, 240 Key, line 1.—*Railway Company*: *r* should have the small hook; yet, if one should write Reler, expecting to write the word *railroad*, and finds the word to be *railway*, then the error, writing *rlrw*, instead of *rlw*, would not be serious.

P. 111, 276 Key, line 2.—*furnished the*. *Frn* is the author's wordsign for *furnish-ed*; and, though the outline is not in the List, the student would do well to learn and use it, now that special attention has been called to it.

P. 115, 286b., (6), line 1.—*regular*. Ar-Gay is the Graham-Pitman outline, but has no advantage over the full outline Ar-Gler, and the latter outline should be used. See p. 103, 256b, line 2.—*regular, regularity*.

Whether the above designated variances were of the author's deliberate design, or otherwise, the special attention here directed to them would greatly aid the student in the mastery of true outlines.

*Star-marked words in the List may be considered now.

**Attain, attainment*, p. 157: placed near *atone, atonement*, to aid memory to distinguish between the words in second and third positions.

**By what*, p. 158: simply a useful phrase sign.

**For the purpose*, p. 164: a useful phrase.

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